1) Go to MIT EHS Training Home Page and click on Atlas Learning Center (Certificates needed)
   http://ehs.mit.edu/site/training

2) Click on My Profile to the right.

3) Click on Update PI/Activities

4) Find your PI’s name by searching last initial

5) If your PI has more than one affiliation, remember to choose the correct profile

<table>
<thead>
<tr>
<th>Name</th>
<th>Initial</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kim, Jeehwan</td>
<td>1</td>
<td>JEEHWAN Mechanical Engineering</td>
</tr>
<tr>
<td>Kim, Jeehwan</td>
<td>2</td>
<td>JEEHWAN Research Lab Of Electronics</td>
</tr>
</tbody>
</table>

6) Click on Save and Continue
7) After saving the correct profile for your PI, you should select all the activities that you will encounter in the labs. (Please work with EHS Rep and/or PI to determine these activities.) This will populate your training needs and lets you start signing up for the required training courses.

8) After selecting all of your activities, Click on

9) Check My Training Needs to see the training updates based on your assessment.

10) This area will list all trainings (completed and incomplete) and will let you know when your trainings expire if they need to be periodically retaken.

11) Your Training Needs Assessment (TNA) should be updated whenever you will be working for a new PI or when your activities will be changing.

REMINDER – Update your TNA even when you are stopping activities. This will remove the specific trainings from your needs and will not list as incomplete because you no longer need to take it.