

HELP FOR COMPLETING YOUR TRAINING NEEDS ASSESSMENT

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

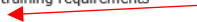
MIT EHS Training Home

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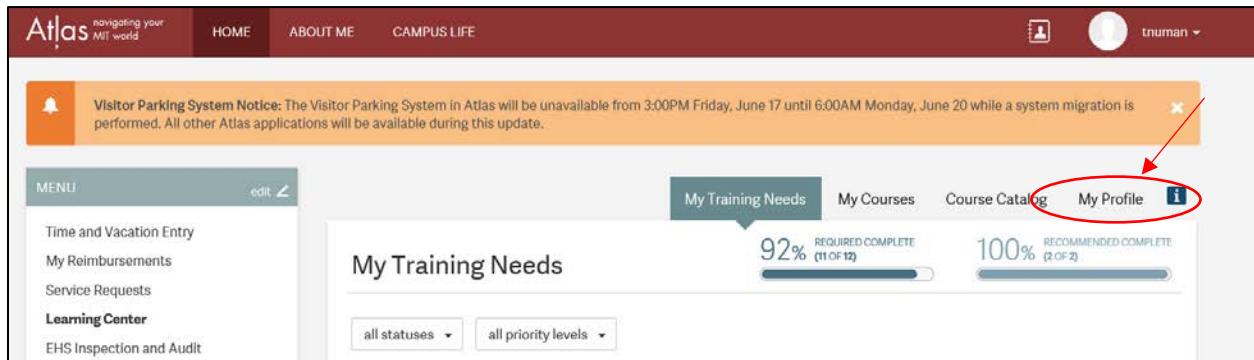
EHS Training is offered via the MIT Atlas Learning Center.

LEARNERS

Getting started with EHS training requirements on MIT Atlas Learning Center (for Lab Members, Lab UROPs, and Others to take the EHS Training Needs) - [Learner Quick Guide](#)

1. See your EHS Rep about your lab's training requirements
2. Go to [MIT Atlas Learning Center](#) 
3. Create/Update your EHS Profile on the My Profile page by selecting your PI(s) (required except for Lincoln Lab) and activities
4. View and complete your required/recommended training on the My Training Needs page

- 2) Click on [My Profile](#) to the right.



- 3) Click on

Update PI/Activities

- 4) Find your PI's name by searching last initial

View by Last Name or [search for a PI](#)

A B C D E F G H I J **K** L M N O P Q R S T U V W X Y Z

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

Kim, Jeehwan ①	JEEHWAN	Mechanical Engineering
Kim, Jeehwan ②	JEEHWAN	Research Lab Of Electronics 

- 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.

Select Your Activities

[My Profile](#) / Select Your Activities

Select any activities that are involved in your work now, or in the foreseeable future. [deselect all](#)

Highlighted items are potential activities based on Your PI/Supervisor affiliations.

- 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.

REQUIRED	CODE/REASON	STATUS
EHS-MS Level II Inspection Program	EHS00744	INCOMPLETE
AeroAstro Safety & Chem Hygiene	EHS00107	EXPIRES 10/25/2017
Bloodborne Path: Researchers	EHS00200	EXPIRES 10/26/2016
Electrical Safety - Lab Personnel	EHS00425	COMPLETED

- 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.