Environmental Health and Safety Online Safety Courses Directions

ACCESS TO THE PROGRAM FROM ON CAMPUS

NOTE: The Online Safety Courses must be accessed by a computer connected to the UD Network or through the UD VPN Client Software. See page number three (below) for directions to access the program from off campus.

Step 1:	see your exact na If you do not see (below) Match, I'	ame and the Faculty Membe your exact name and the F m a New Worker" button a	<u>/ehstrainwebisapi.dll</u> and log in with your first and last name. If you er/Supervisor you work for, select that entry and now skip to Step 3 . faculty Member/Supervisor you work for, click on the "None of these and go to Step 2 . If the system does not recognize you, the system go to Step 2 for directions.			
		ENVIRONMENTAL HEALTH & SAFETY	A Safe and Healthful Campus Environment			
	WELCOME TO THE UNIVERSITY OF DELAWARE'S ONLINE SAFETY TRAINING PROGRAM Please log into the system with your first and last name. You will be prompted for more information if you are not loaded into the system. Please contact EHS with any questions or issues - 831-8475.					

First Name* Kevin (include middle initial if any)	
Last Name* Eichinger	
Submit	
None of these (below) Match, I'm a New Worker	
Select the row that matches yourself, if none Hit the "New Worker" button.	
Select I am Kevin Eichinger who works for YOUDEE: YouDee	

Step 2: On the "New Worker" Screen, complete all of the requested information. The University/Institutional ID is your Udel Net ID, for example in jsmith@udel.edu, jsmith is the Udel Net ID. If you do not have a UD email address, simply enter your first initial and your last name. For the Researcher/Supervisor field, select your Faculty Member, Supervisor, Professor or Instructor as appropriate if they are on the list. If you are in a nonlab science department (i.e. Mathematics, English, History, etc), at the top of the list is a section called "Graduate Student" followed by the department names. Select your department name as your supervisor. Contact EHS (302-831-8475 or <u>dehsafety@udel.edu</u>) if your Professor, Supervisor, etc does not appear in the drop down. We will need to load them into the system.

	I mistyped, take me back to log in screen.
	First Name* kevin (include middle initial if any)
	Last Name* eichinger
	UDel Net ID*
	E-Mail Address*
	Researcher/Supervisor* - No Selection -
	School/Institution* - No Selection -
	Department* - No Selection -
	Office Phone # () -
_	Office Fax # () -
	Mailing Address Building: Room
	🗖 I am an Undergraduate* 👘 I am NOT an Undergraduate*
	Cancel Submit
	Required*

Step 3: At the next screen, click on the training(s) you wish to complete.

pleted the basic training necessary to ship of pleted the necessary training to work with he
pleted the necessary training to work with h
pleted the basic training necessary to work
pleted the necessary training to work in a n
pleted the necessary training to work with (
pleted the necessary training to work with I
<u>n</u>

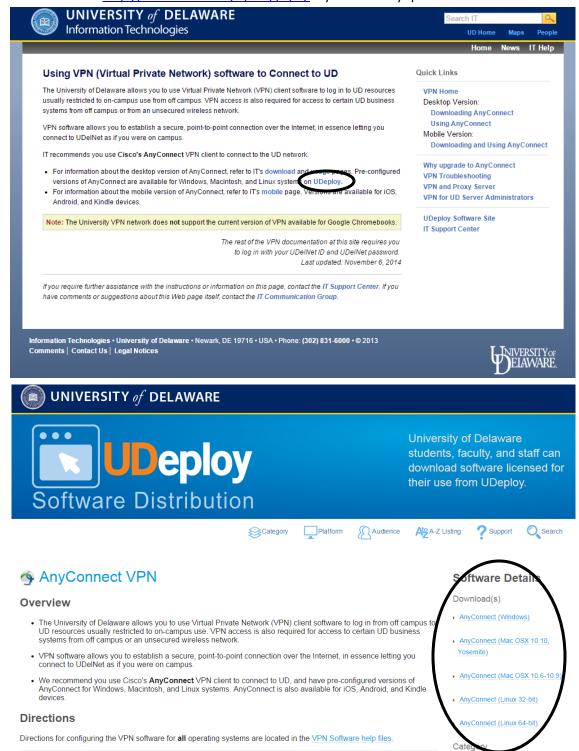
Upon completion of the test, grades are submitted to EHS and recorded in EHS Assistant automatically. A copy of the completion information can also be emailed to anyone you choose by entering an email address when prompted after the test. Contact EHS for an official course completion certificate.

Environmental Health and Safety Online Safety Courses Directions

ACCESS TO THE PROGRAM FROM OFF CAMPUS

The Online Safety Courses must be accessed by a computer connected to the UD Network or through the UD VPN Software. Go to: <u>http://www.udel.edu/it/help/vpn/</u> for complete information on the UD VPN Software.

Step 1:Install the UD VPN Client Software onto your PC or MAC. If this software is already installed on your PC or MAC,
please skip this step and proceed to Step 2. Go to: http://www.udel.edu/it/help/vpn/, select the UDeploy link
on this page and then select your operating system on the right (you will be prompted to enter your UdelNet
username and password to continue). After logging in the file will download and you will need to install. You
can refer back to http://www.udel.edu/it/help/vpn/, select the UDeploy link



If you require further assistance, contact your department's or college's IT staff or the IT Support Center.

Step 2:Before you will be able to access the Online Safety Courses, you first need to start the UD VPN Client Software.Go to: http://www.udel.edu/it/help/vpn/, select using AnyConnect (you will be prompted to enter your UdelNet username and password to continue), and follow the instructions.

After you have successfully connected to the UD VPN Client, you can access the Online Safety Courses by going to: <u>https://assistant.ehs.udel.edu/ehstrn/ehstrainwebisapi.dll</u>. The remaining steps will walk you through logging into the training site and selecting the training that you wish to complete.



UNIVERSITY of **DELAWARE** Information Technologies

Using VPN (Virtual Private Network) software to Connect to UD

The University of Delaware allows you to use Virtual Private Network (VPN) client software to log in to UD resources usually restricted to on-campus use from off campus. VPN access is also required for access to certain UD business systems from off campus or from an unsecured wireless network.

VPN software allows you to establish a secure, point-to-point connection over the Internet, in essence letting you connect to UDelNet as if you were on campus.

IT recommends you use Cisco's AnyConnect VPN client to connect to the UD network.

- For information about the desktop version of AnyConnect, refer to IT's download and usage pages. Pre-configured versions of AnyConnect are available for Windows, Macintosh, and Linux systems on UDeploy.
- For information about the mobile version of AnyConnect, refer to IT's mobile page. Versions are available for iOS, Android, and Kindle devices.

Note: The University VPN network does not support the current version of VPN available for Google Chromebooks.

The rest of the VPN documentation at this site requires you to log in with your UDelNet ID and UDelNet password. Last updated: November 6, 2014

If you require further assistance with the instructions or information on this page, contact the IT Support Center. If you have comments or suggestions about this Web page itself, contact the IT Communication Group.

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Search E

Quick Links

VPN Home

Desktop Version:

Mobile Version:

Downloading AnyConnect Using AnyConnect

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VPN for UD Server Administrators

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Environmental Health and Safety Online Safety Courses Directions

Step 3:

Log in with your first and last name. If you see your exact name and the Faculty Member or Supervisor you work for, select that entry and now skip to **Step 4**. If you do not see your exact name and the Faculty Member/Supervisor you work for, click on the "None of these (below) Match, I'm a New Worker" button and go to **Step 3**. If the system does not recognize you, the system will direct you automatically to the "New Worker" Screen; go to **Step 3** for directions.

ENVIRONMENTAL HEALTH & SAFETY	A Safe and Healthful Campus Environment
Please log into the system with yo	ELAWARE'S ONLINE SAFETY TRAINING PROGRAM our first and last name. You will be prompted stem. Please contact EHS with any questions or issues - 831-8475.
First Name*Kevin Last Name* Eichinge Sul	er bmit
None of these (below)	Match, I'm a New Worker
	s yourself, if none Hit the "New r" button. rorks for YOUDEE: YouDee

Step 4: On the "New Worker" Screen, complete all of the requested information. The University/Institutional ID is your Udel Net ID, for example in jsmith@udel.edu, jsmith is the Udel Net ID. If you do not have a UD email address, simply enter your first initial and your last name. For the Researcher/Supervisor field, select your Faculty Member, Supervisor, Professor or Instructor as appropriate if they are on the list. If you are in a non-lab science department (i.e. Mathematics, English, History, etc), at the top of the list is a section called "Graduate Student" followed by the department names. Select your department name as your supervisor. Contact EHS (302-831-8475 or <u>dehsafety@udel.edu</u>) if your Professor, Supervisor, etc does not appear in the drop down. We will need to load them into the system.

l mist	yped, take me back	to log in screen.
First Name	kevin	(include middle initial if any)
Last Name*	eichinger	
UDel Net ID'		
E-Mail Address		
 Researcher/Supervisor*	– No Selection –	•
School/Institution*	– No Selection –	•
Department*	- No Selection -	•
Office Phone #		
Office Fax #		
Mailing Address	Building:Room	
🔲 I am an Und	ergraduate*	🔲 I am NOT an Undergraduate*
Required*	Cancel	Submit

Step 5: At the next screen, click on the training(s) you wish to complete.

ONLINE TRAINING COURSES				
General Safety Training				
<u>- Dry Ice Shipping Training</u>	Certificate holder will have completed the basic training necessary to ship			
<u>- Right-To-Know Safety Training for Undergraduates and Non-Research Person</u> Biological Safety Training	nel Certificate holder will have completed the necessary training to work with h			
- Biosafety Training	Certificate holder will have completed the basic training necessary to work			
<u>- Bloodborne Pathogen Safety Training</u> Chemical and Laboratory Safety Training				
Chemical Hygiene/Right-To-Know Safety Training for Research Personnel	Certificate holder will have completed the necessary training to work in a n			
- Corrosive Chemical Safety Training	Certificate holder will have completed the necessary training to work with (
- Hydrofluoric Acid Online Refresher Training	Certificate holder will have completed the necessary training to work with h			
<u>- Proper Chemical Waste Disposal Training</u> New Graduate Student Safety Orientation				
- New Graduate Student Orientation - Laboratory Students				
- New Graduate Student Orientation Training - Non-Laboratory Students				

Upon completion of the test, grades are submitted to EHS and recorded in EHS Assistant automatically. A copy of the completion information can also be emailed to anyone you choose by entering an email address when prompted after the test. An official course completion certificate will also be automatically emailed to you if you successfully complete the course.

Please contact us by email at <u>dehsafety@udel.edu</u> or at 302-831-8475 if you have any questions or difficulties.