

## Biosafety Refresher Training (EHS602) Registration Instructions

**(Mandatory on annual basis, yet not sufficient if you have not completed the EHS 601 Laboratory Biosafety Training in the past)**

The Human Pathogens and Toxins Act (HPTA) require annual refresher training on handling bioagents. In order to meet this legal obligation EHS provides this online Biosafety Refresher course (EHS602) for all faculty, staff and students. This course reviews the Human Pathogens and Toxins Act and Human Pathogens and Toxins Regulations and their implication for the University, faculty and personnel.

If you or your lab work with any bacteria, viruses, fungi, parasites, prions, natural and/or recombinant DNA & RNA; pathogens of plants or animal; tissues, cells, blood and/or body fluids from humans or animals, any synthetic form of human pathogens or toxin, proteins or toxins produced by, or derived from a micro-organism and able to cause disease in a human, animals or plants then you are required to take the course. This does not apply to people that do not use biological agents in their lab.

**Target Audience:** All laboratory PIs, staff and students working with bioagents

**Pre-requisite:** EHS601 Laboratory Biosafety training (we do not accept external training nor the online Biosafety for Project Students as a pre-requisite)

**Co-requisite:** EHS101 WHMIS & Lab Safety (Online) training

**Session Dates:** Ongoing online – this training will take approximately an hour and a half (1.5 hours) and a passing mark of 100% is required

***Please be mindful of your own annual date to complete your Biosafety Refresher – \*No reminders will be sent\****

1. Go to [www.ehs.utoronto.ca](http://www.ehs.utoronto.ca) on a campus networked computer (connected to WiFi or Ethernet connection). Click on “My EHS Training” on the left column.




2. Scroll to the bottom and click on “Log Into my EHS Training”.

Environmental Health & Safety > Training > Register for Training: 'My EHS' Training

### Register for Training: 'My EHS' Training

Log into 'My EHS Training' in order to:

- register for courses
- find course descriptions, dates and locations
- cancel or change your registration
- view or print your training history
- set up your profile without registering for a course (for first-time users only)



**Login access requires a valid UTORid and only works from campus networks.** Please be sure to take note of the course details and instructions that will display once you log in. Upon successful registration the screen will automatically update the list of 'EHS courses you are currently registered in'.

**IMPORTANT NOTES:**


- If you do not have a UTORid, please contact your Business Officer or Departmental Administrator to obtain one.
- If you are a temporary staff/faculty member, contractor, or visiting temporarily please contact your Business Officer or Departmental Administrator to obtain a [Long-Term Guest UTORid](#).
- If you are a U of T Administrator and have questions regarding the creation of UTORid's please refer to the [Information Commons Help Desk FAQ page](#). You may also request a [Batch Guest UTORid Tool](#).
- If you are registering for the first time and your Supervisor is not listed in the drop down menu, please use "Name Not Found".
- If you are wait-listed please be sure to log back in here to check your registration status. Please do not attend training if your spot has not been confirmed.

For Biosafety Training related inquiries please contact the [Biosafety Team](#).

For all other registration inquiries please contact the [EHS Office](#) or the Training Coordinator at 416.978.6011. (If you encounter an error message while logging in, close your browser completely and try again. Make sure you are logging in while

**Log into My EHS Training**

3. Login with your UTORid and password.



UNIVERSITY OF  
TORONTO

weblogin

The resource you requested requires you to authenticate.


UTORid / JOINid

Password

**Log in**

#### Steps you can take to protect your account:

- ✓ Before you begin, make sure the weblogin page (URL) starts with:  
[https://weblogin.utoronto.ca/...](https://weblogin.utoronto.ca/)
- ✓ Check your browser for a valid University of Toronto security certificate:

 < Select your browser to see how

**Protect Your Account**

- What is weblogin?
- Need a UTORid?
- How to Log Out
- Forgotten Password
- Login Problems

4. If you never registered for a profile before, you will see this screen:

### Training Registration

🔍 = lookup table.

UTORid

Personnel #  Enter Student # only if you do not have a Personnel # Status

First Name  Last Name

Work Phone

Email Address

Confirm Email

Organizational Unit

Department

Start Date

Supervisor

**Submit** **Cancel (Return to Log In Page)**

- Your Personnel Number is **not** the one that appears on your TCard barcode. It is a 7 digit number
- If you cannot locate your Supervisor, please select “Name Not Found”
- Please provide a correct email address as EHS will send emails to the one provided
- Please fill in the fields to the best of your ability



5. Once you registered or already have a profile, this screen should appear (below). To locate your course, select "Select from all available courses".

Irene Tang is currently registered in the following EHS courses: [Log off](#)

Course #	Course Name	Session	Your Status	Course Status

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**Register for an EHS course:**

[Select from all available courses](#)  
[Select from courses required for my work](#)

Course #  Description

Date/Time  Location

6. A list of our courses will populate. Select the course you'd like to enrol in by clicking on "Select" on the left side.

Select a course.

Search by  Search Type  Too many records. Enter the first few characters to search or hit "Next".

Description  Contains

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Course #	Description	Date/Time	Status	
<input type="button" value="Select"/> E5009	Asbestos Awareness (Online)			<input type="button" value="Full Course Details"/>
<input type="button" value="Select"/> E5002	Basic Health and Safety Awareness			<input type="button" value="Full Course Details"/>
<input type="button" value="Select"/> E5602	Biosafety Refresher			<input type="button" value="Full Course Details"/>
<input type="button" value="Select"/> E5603	Blood-borne Pathogens			<input type="button" value="Full Course Details"/>
<input type="button" value="Select"/> E5732	Closed Beam & Low Classes Laser Safety			<input type="button" value="Full Course Details"/>
<input type="button" value="Select"/> E5732	Closed Beam & Low Classes Laser Safety	Tuesday, January 24th, 2017 at 9:00 AM to 11:00 AM	36 spaces open	<input type="button" value="Full Course Details"/>
<input type="button" value="Select"/> E5530	Cold Stress: Working in Cold Environments (Online)			<input type="button" value="Full Course Details"/>
<input type="button" value="Select"/> E5551	Confined Space Awareness	Monday, February 13th, 2017 at 8:30 AM to 12:30 PM	2 spaces open	<input type="button" value="Full Course Details"/>
<input type="button" value="Select"/> E5564	Electrical Safety Awareness (Online)			<input type="button" value="Full Course Details"/>
<input type="button" value="Select"/> E5524	Ergonomics for Campus Moving, Grounds and Recycling (Online)			<input type="button" value="Full Course Details"/>
<input type="button" value="Select"/> E5523	Ergonomics for Child Care Providers (Online)			<input type="button" value="Full Course Details"/>
<input type="button" value="Select"/> E5110	Fall Safety Awareness for Students (Online)			<input type="button" value="Full Course Details"/>
<input type="button" value="Select"/> E5803	Hazardous Waste Management at U of T			<input type="button" value="Full Course Details"/>
<input type="button" value="Select"/> E5953	Health & Safety Awareness in Labs for Non-Lab Users (Online)			<input type="button" value="Full Course Details"/>
<input type="button" value="Select"/> E5003	Health & Safety Orientation for Trades Employees Online (F&S - St. George)			<input type="button" value="Full Course Details"/>
<input type="button" value="Select"/> E5531	Heat Stress: Working in Hot Environments (Online)			<input type="button" value="Full Course Details"/>
<input type="button" value="Select"/> E5006	Hydrogen Fluoride (Online)			<input type="button" value="Full Course Details"/>

7. Click on "Register for this Course".

Irene Tang is currently registered in the following EHS courses:

Course #	Course Name	Session	Your Status	Course Status

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**Register for an EHS course:**

[Select from all available courses](#)  
[Select from courses required for my work](#)

Course #  Description

Date/Time  Location

8. A notification will pop up to confirm your requested registration.

**Confirm** ✕

You have requested registration in course: biosafety refresher. Check your status online or in the e-mail sent to: irn.tang@utoronto.ca



9. The course will now appear under “Currently Registered Courses”.

Irene Tang is currently registered in the following EHS courses:

	Course #	Course Name	Session	Your Status	Course Status	
<a href="#">Un-Register</a>	EHS602	Biosafety Refresher		Registered		<a href="#">Full Course Details</a>

Register for an EHS course:

[Select from all available courses](#)  
[Select from courses required for my work](#)

Course #  Description

Date/Time  Location

10. Go to [www.portal.utoronto.ca](http://www.portal.utoronto.ca) and login with your UTORid and password. The course will now appear in your Portal under “My Organizations Plus”.

The screenshot shows the Learning Portal interface. The user is logged in as Irene Tang. The main navigation bar includes 'My Page', 'Community', 'Course Evals', and 'Content'. Below the navigation bar, there is a 'My Page' section with a 'Notifications Dashboard'. The main content area is divided into several sections: 'Tools' (Announcements, Calendar, Tasks, My Grades, Personal Information, Goals), 'My Courses' (You are not currently enrolled in any courses.), 'My Organizations Plus' (highlighted with a red box, showing a list of organizations including Pre-calculus Diagnostic Test 135, Spanish Placement Test, UC Commuter Life, and Vice President Research and Innovation), 'My Announcements' (No Institution Announcements have been posted in the last 7 days. No Course or Organization Announcements have been posted in the last 7 days.), and 'Library Course Reserves' (Please click on the link below to view course readings assigned by your instructor. Launch Course Reserves).

11. Click on the course name and begin the course.

The screenshot shows the course page for EHS602 - Biosafety Refresher. The left sidebar contains navigation links for 'EHS602 (Biosafety Refresher)', 'Announcements', 'Content', 'Quiz', 'Contacts', 'Tools', 'ORGANIZATION MANAGEMENT', and 'Control Panel'. The main content area is titled 'Announcements' and features a post from Wednesday, July 8, 2016 10:37:28 AM EDT. The announcement text states: 'The Human Pathogens and Toxins Act (HPTA) will now require annual refresher training on handling bioagents. In order to meet this legal obligation EHS will now be providing a Biosafety Refresher course (EHS602) for all faculty, staff and students. If you or your lab work with any bacteria, viruses, fungi, parasites, prions, natural and/or recombinant DNA & RNA; pathogens of plants or animal; tissues, cells, blood and/or body fluids from humans or animals, any synthetic form of human pathogen or toxin, proteins or toxins produced by, or derived from, a micro-organism and able to cause disease in a human, animals or plants then you are required to take the course. This does not apply to people that do not use biological agents in their lab. Pre-requisites - Must have taken one of the below in the past: • EHS601 Laboratory Biosafety Training • EHS605 Biosafety for Faculty of Medicine Students • EHS014 PI Biosafety Exam (if you are a PI) \*Neither the EHS609 Biosafety for Project Students nor any external training qualify as a pre-requisite\*