

Managers - EHS002 Basic Health and Safety Awareness Training (BHSAT) training records

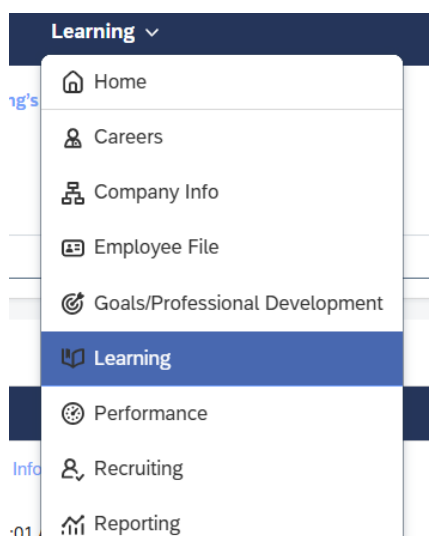
Nov. 5, 2025

Managers can view EHS002 BHSAT for their team, based on HRIS org structure, in the University of Toronto Learning Management System (LMS). See instructions below.

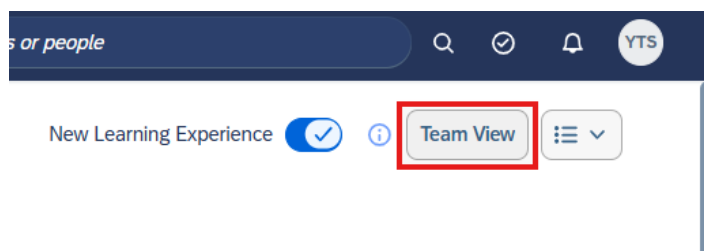
This data will no longer be updated in the Manager Self-Serve (MSS) after September 2025. Only training records prior to September 2025 will continue to be available.

LMS

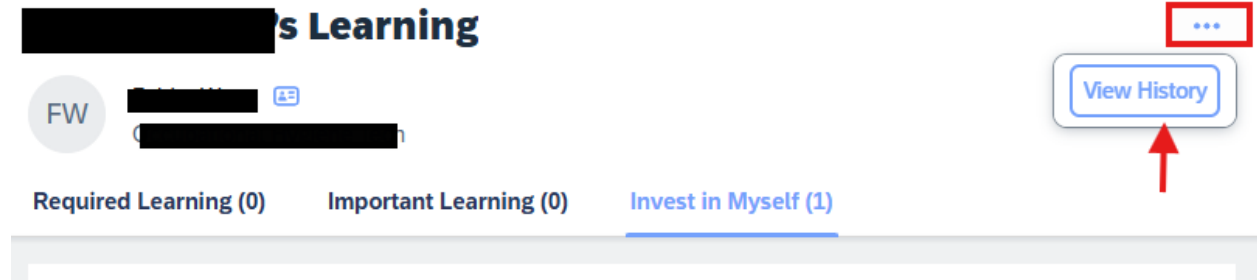
1. Log into LMS: <https://ulearn.utoronto.ca>.
2. Select Learning from the drop down menu at the top.



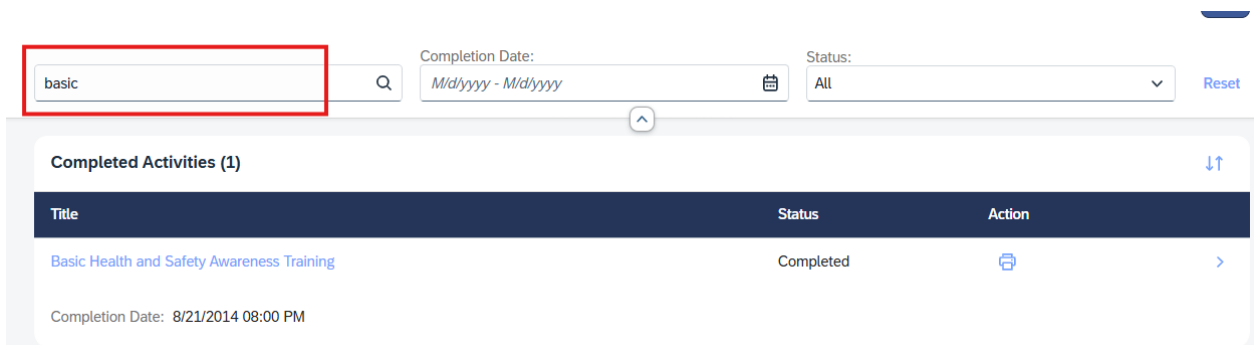
3. Select Team View in the upper righthand corner.



4. Select each team member of the left-hand side, then select the button with three horizontal dots for each team member on the right. A View History button will appear (select this button).

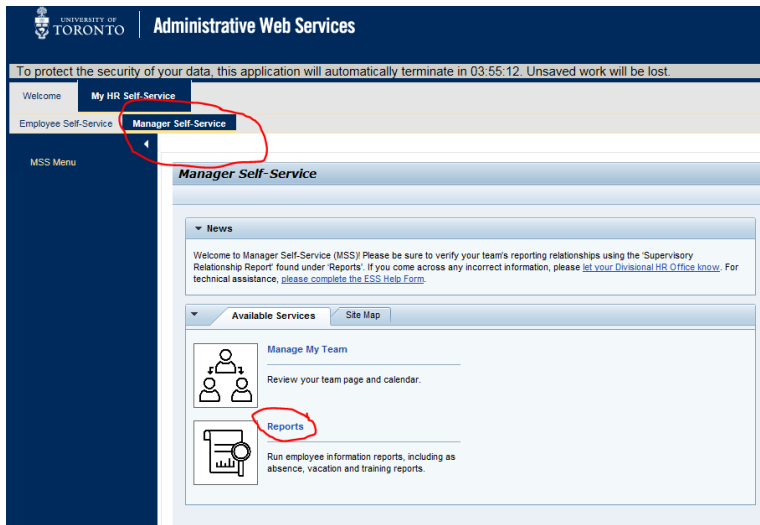


5. This will show all LMS Learning History for the employee. Where necessary enter part of the course name in the search bar, date range, etc.



MSS (Training records will not be updated after Sept. 2025 so it is recommended managers use LMS)

1. Log into the Employee Self-Service: <http://aws.utoronto.ca/services/employee-self-service-ess/> OR the Manager Self-Service” <http://aws.utoronto.ca/services/manager-self-service-mss/>
2. Click the “Manager Self-Service” on the right hand side and then click “Reports”



3. Under “My Reports,” click “University Training Report.”
4. Entering the appropriate Reporting Period and then click “Run Report.”
5. The training is called “Basic H&S Awareness”

