

COMPLETING ONLINE EHS COURSES

This document explains how to enroll in and complete online Environmental Health & Safety (EHS) courses in **Quercus**. Before you begin, you will need a **UTORid** (obtained from the TCard Office if you are a student, or your HR representative during the onboarding process if you are a staff member). For other users who may be required to take EHS courses (e.g. contractors, temporary staff / faculty, volunteers), please contact your Business Officer or Departmental Administrator to obtain a long-term guest UTORid.

1. Launch your internet browser and go to the **University of Toronto EHS homepage**. (URL: <https://ehs.utoronto.ca>)
2. Under the sidebar menu, select **My EHS Training Login**. Here you will find more information on how to register for EHS courses and create your 'My EHS' training profile.

The screenshot shows the University of Toronto Environmental Health & Safety website. The header includes the University of Toronto logo and the text 'Environmental Health & Safety'. A navigation menu contains links for Home, About Us, Report an Incident, Our Services, Training, JHSC, Resources, and Blog. The main content area features a sidebar on the left with a 'Work or Study at U of T?' section containing links for 'I work in an Office', 'I Work in a Lab', 'I work in Facilities and Services', 'I am a Student', and 'I do Field Research'. Below this is a 'MSB INFORMATION' section with a 'My EHS Training Login' button highlighted by a red arrow. The main content area has a featured article titled 'New Respiratory Protection Training and Fit-Testing Procedure' with an image of a respirator. Below the article is a grid of service icons: Biosafety, Chemical and Lab Safety, Environmental Protection Services, Occupational Health, Occupational Hygiene & Safety, Radiation, Laser & X-ray Safety, Accident Reporting, and Health & Safety Training. A 'Recent Posts' section is visible at the bottom left of the main content area.

3. Scroll to the bottom of the next page and click on **Log into My EHS Training**.

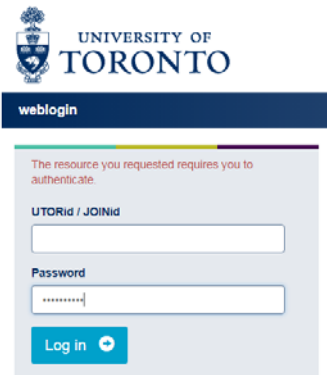
- Managers will be able to view BHSAT training records via the Manager Self-Service (MSS). Business officers will also be able to access all current and historic BHSAT training records for their department via the Mandatory University Training Report in HRIS/SAP. We will provide more information/instructions in the near future – please check back at the end of September.

For all training and 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 on campus.)

*Please use Chrome or Mozilla Firefox browser to login.

[Log into My EHS Training](#)

- You'll see a new window where you are required to log in with your UTORid and password.



- If you are accessing My EHS Training for the first time, you will be prompted to set up your **'My EHS' Training Profile** on the following screen. Complete the Training Registration form and click **Submit**.

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 🔍

- On the **My EHS Training homepage**, you can search and register for both online and in-class EHS courses, view your training history and check the status of your enrolled courses. To view the full course list, click on **Select from all available courses**.

Test Student is currently registered in the following EHS courses:

<u>Course #</u>	<u>Course Name</u>	<u>Session</u>	<u>Your Status</u>

Register for an EHS course:

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



7. You can find a specific course using the following methods:

- Use the **scroll bar** on the right to view all courses on a page (up to 50 courses are displayed on each page).
- Click on the **Previous** and **Next** buttons at the top to navigate to additional courses.
- Sort the list by Course, Description or Date/Time using the **filters** (▲▼) at the top of the table.
- Enter **keywords** for the course description or number using the search bar at the top.

Select a course.

Search by Description Search Type Contains

Too many records. Enter more characters or hit "Next".

1-50 of 68 Previous Next

Course # ▲	Description ▲	Date/Time ▲	Status ▲	
Select EHS509	Asbestos Awareness (Online)			Full Course Details
Select EHS568	Asbestos REFRESHER for Asbestos Workers & Their Supervisors (Type 1&2)	Tuesday, December 4th, 2018 at 12:00 PM to 4:00 PM	7 spaces open	Full Course Details
Select EHS567	Asbestos Training for Asbestos Workers and Their Supervisors (Type 1 & 2 Work)	Tuesday, October 9th, 2018 at 8:15 AM to 3:45 PM	10 spaces open	Full Course Details
Select EHS615	Autoclave Staff Training			Full Course Details
Select EHS002	Basic Health and Safety Awareness (online)			Full Course Details
Select EHS602	Biosafety Refresher			Full Course Details
Select EHS603	Blood-borne Pathogens			Full Course Details
Select EHS732	Closed Beam & Low Classes Laser Safety			Full Course Details
Select EHS530	Cold Stress: Working in Cold Environments (Online)			Full Course Details
Select EHS997	EHS Training Updates	Thursday, September 6th, 2018 at 3:00 PM to 4:00 PM	22 spaces open	Full Course Details
Select EHS997	EHS Training Updates	Tuesday, September 11th, 2018 at 3:00 PM to 4:00 PM	25 spaces open	Full Course Details
Select EHS564	Electrical Safety Awareness (Online)			Full Course Details
Select EHS524	Ergonomics for Campus Moving, Grounds and Recycling (Online)			Full Course Details
Select EHS523	Ergonomics for Child Care Providers (Online)			Full Course Details
Select EHS110	Fall Safety Awareness for Students (Online)			Full Course Details
Select EHS803	Hazardous Waste Management at U of T			Full Course Details

8. Once you have found the course you are looking for, you can register using one of two options:

Option #1: Click **Full Course Details** on the right and a PDF document will open with a link to the training.

Select a course.

Search by Description Search Type Contains

Office Ergonomics

1

Cancel

Course # ▲	Description ▲	Date/Time ▲	Status ▲	
Select EHS536	Office Ergonomics (Online)			Full Course Details

Option #2: Alternatively, you can register for a course by clicking **Select** beside the Course #. This will take you back to the My EHS Training homepage where you can select **Register for this Course**.

Register for an EHS course:

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

Course #	Description
EHS536	Office Ergonomics (Online)
Date/Time	Location
Register for this Course	
View Training History	

A window will pop up asking you to confirm the registration. Click **OK**. The same PDF document containing the link to the training will be emailed to you.

Confirm

You have requested registration in course:office ergonomics (online).
Check your status online or in the e-mail sent to:
test.student@utoronto.ca

Ok

9. In the Training Course Registration (PDF document), select **Click here to start the course** at the bottom of the document. This will take you to the course enrollment page in **Quercus**.
(URL: <https://q.utoronto.ca>)

Office of Environmental Health and Safety
Training Course Registration

Name: Test Student
Department: UTSC: Dept of Physical & Environmental Sciences
Supervisor: Name Not Found,

Course: Office Ergonomics (Online)

Session Date(s) and Location: 31-December-8888 - 8:00:00 AM to 9:00:00 AM

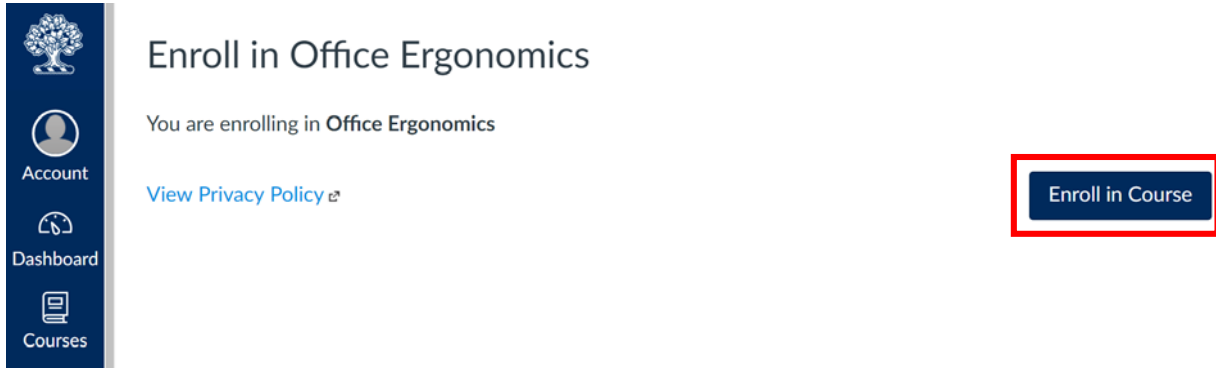
This is an online training course. Please follow the instruction below to access the course

This is an online course. Click the link below to access the course. If you have already entered your UTORid and password, it will take you to the courses directly. If not, then you will be asked to re-enter your UTORid and password.

Follow the prompts on the screen:
1) Click "Enroll in Course"
2) Click "Go to the Course"

[Click here to start the course.](#)

10. In **Quercus**, select **Enroll in Course**, then **Go to the Course** to continue to the course homepage.

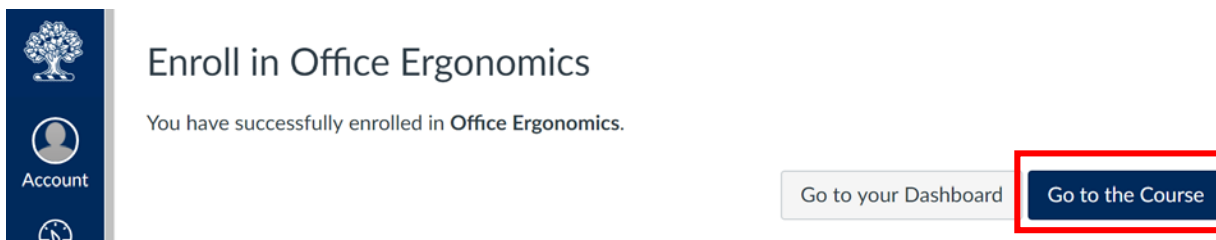


Enroll in Office Ergonomics

You are enrolling in Office Ergonomics

[View Privacy Policy](#)

Enroll in Course



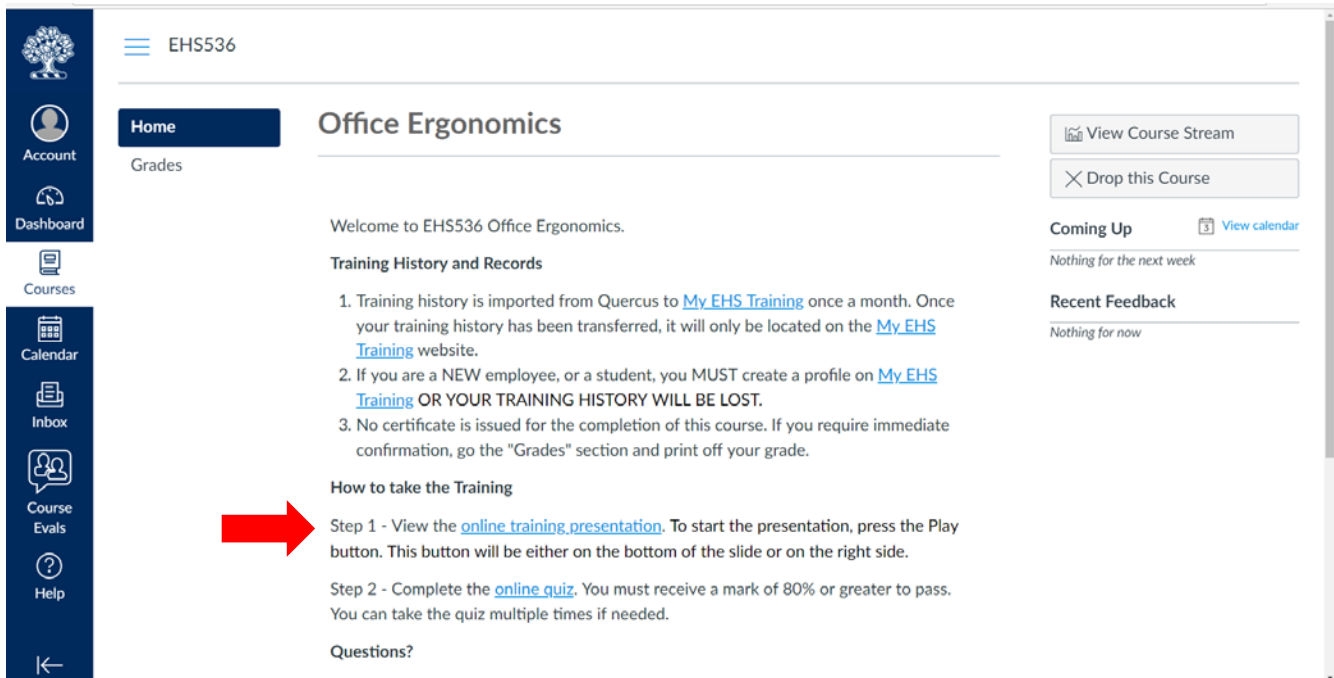
Enroll in Office Ergonomics

You have successfully enrolled in Office Ergonomics.

Go to your Dashboard

Go to the Course

11. Read the instructions on how to take the training. For most courses, this will involve two steps: viewing an **online training presentation** (slides / videos), and completing an **online quiz**.



EHS536

Home

Grades

Office Ergonomics

Welcome to EHS536 Office Ergonomics.

Training History and Records

1. Training history is imported from Quercus to [My EHS Training](#) once a month. Once your training history has been transferred, it will only be located on the [My EHS Training](#) website.
2. If you are a NEW employee, or a student, you MUST create a profile on [My EHS Training](#) OR YOUR TRAINING HISTORY WILL BE LOST.
3. No certificate is issued for the completion of this course. If you require immediate confirmation, go the "Grades" section and print off your grade.

How to take the Training

Step 1 - View the [online training presentation](#). To start the presentation, press the Play button. This button will be either on the bottom of the slide or on the right side.

Step 2 - Complete the [online quiz](#). You must receive a mark of 80% or greater to pass. You can take the quiz multiple times if needed.

Questions?

View Course Stream

Drop this Course

Coming Up [View calendar](#)

Nothing for the next week

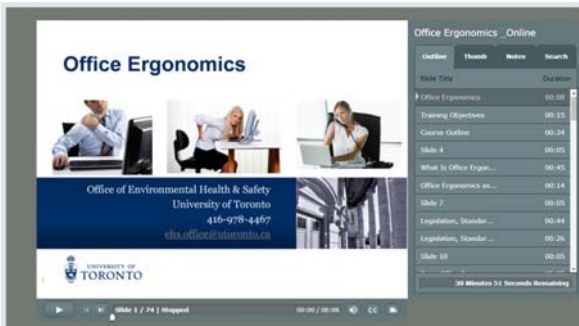
Recent Feedback

Nothing for now

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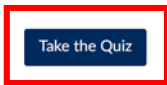
(#11 continued)

Step 1: Presentation for Office Ergonomics



Step 2: Office Ergonomics Quiz

Due No due date Points 100 Questions 10 Time Limit None
Allowed Attempts Unlimited



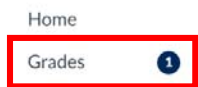
← Previous

Next →

12. Once you have finished the online quiz, you will be able to view the results of your current quiz as well as the scores of any previous attempts. In most cases, you will have the option to **take the quiz again** until you achieve a passing grade (this varies by course).

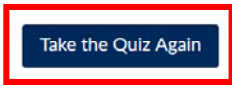
Note: Once you have passed the course, your training records will be updated automatically. The records in Quercus will be imported to My EHS Training, where you can look up your training history at any time. In general, no certificate is issued for completing an online course. If you require immediate confirmation, go to the **Grades** section.

☰ EHS536 > Quizzes > Step 2: Office Ergonomics Quiz



Step 2: Office Ergonomics Quiz

Due No due date Points 100 Questions 10 Time Limit None
Allowed Attempts Unlimited



Last Attempt Details:

Time: less than 1 minute
Current Score: 100 out of 100
Kept Score: 100 out of 100

2 Attempts so far
[View Previous Attempts](#)
Unlimited Attempts

[Take the Quiz Again](#)

(Will keep the latest of all your scores)

Attempt History

	Attempt	Time	Score
KEPT	Attempt 2	less than 1 minute	100 out of 100
LATEST	Attempt 2	less than 1 minute	100 out of 100
	Attempt 1	less than 1 minute	50 out of 100

13. You can **Print** or take a screenshot of the page below as confirmation that you have completed the course. You should verify that the following information is captured in the printout or screenshot: your name, name of the course, and quiz score.

Home

Grades

Course: Office Ergonomics

Arrange By: Due Date

Apply

Name	Due	Score	Out of
Step 1: Presentation for Office Ergonomics		-	
• Step 2: Office Ergonomics Quiz		100	100

Useful Links:

- University of Toronto EHS homepage: <https://ehs.utoronto.ca>
- My EHS Training: <https://ehs.utoronto.ca/training/my-ehs-training>
- Quercus: <https://q.utoronto.ca>
- Online Quercus resources: <http://toolboxrenewal.utoronto.ca/training-and-support/online-resources>