EHS Registration Guide

This document explains how to register for Environmental Health and Safety (EHS) courses. Before you begin, you'll need a UTORid. Students can obtain an ID from the TCard Office and staff will be issued an ID by their HR representative during the onboarding process. Other users (contractors, temporary/visiting staff and students, volunteers etc.), please contact your Business Officer or Departmental Administrator for a long-term guest UTORid.

1. Go to the University of Toronto EHS homepage at https://ehs.utoronto.ca/training/my-ehs-training/
2. Read the instructions on the homepage and connect to the general UTORvpn. This step is required unless you're using a wired connection on campus.
3. Once you've read the instructions, click Log into My EHS Training.
4. Log in with your username and password:

5. If you're accessing My EHS Training for the first time, you'll be prompted to set up your MyEHS profile. Complete the Training Registration form and click Submit.

6. Once you've logged in, you can search and register for both online and in-class EHS courses. To view the full course list, click on "Select from all available courses":

Test Student is currently registered in the following EHS courses:

Course #	Course Name	Session	Your Status

Register for an EHS course:
Select from all available courses
Select from courses required for my work

7. You can find your course using the following methods:
   - Type the key words from the course title (for example, "WHMIS" or "Biosafety") in the search field
   - Use the scroll bar to browse up to 50 courses per page. Click 'Next' or 'Previous' to navigate between pages.
   - Sort the list by course code by clicking the column header

Select a course.

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

1-50 of 94! Previous Next

Cancel

Course # ▲	Description ▲	Date/Time ▲	Status ▲	
Select EHS617	Access to Containment Awareness Training: Biosafety			Full Course Details
Select EHS618	Access to Containment Awareness Training: Radiation			Full Course Details
Select EHS305	Accident Investigation for Supervisor	Tuesday, July 18th, 2023 at 1:30 PM to 3:30 PM	full	Full Course Details
Select EHS305	Accident Investigation for Supervisor	Thursday, December 7th, 2023 at 1:30 PM to 3:30 PM	6 spaces open	Full Course Details
Select EHS509	Asbestos Awareness (Online)			Full Course Details

8. Click 'Select' and register for your course.

Register for an EHS course:
Select from all available courses
Select from courses required for my work

Course #
EHS536

Description
Office Ergonomics (Online)

Date/Time

Location

Register for this Course

View Training History

9. The top of the page will show a list of your current registrations. Click 'Full Course Details' next to the course title to continue:

Test Student is currently registered in the following EHS courses:

	Course #	Course Name	Session	Your Status	Course Status	
Un-Register	EHS536	Office Ergonomics (Online)		Registered		Full Course Details

This will open a PDF document with the course details. If the selected course is conducted online, click the link at the bottom of the document to navigate to the course content on Quercus.

EHS Training Course - Session Details

Course: **Office Ergonomics (Online)**

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