

Registration Instructions for In-Person EHS Courses Using the CRIS Event Registration and Management System

Last Updated: January 8, 2024

This document explains how to register for In-Person Environmental Health and Safety (EHS) courses using the Centre for Research and Innovation Support (CRIS) Event Registration and Management System (also known as “EVE”).

Before you begin, you will need your **UTORid** and **Password**. Students can obtain a UTORid from the [TCard office](#). UofT Staff will be issued a UTORid by their HR representative during the onboarding process. For other users (e.g., contractors, temporary/visiting staff, non-UofT students, volunteers, etc.), please contact your Business Officer or Departmental Administrator for a long-term guest UTORid.

Important: When using the CRIS EVE system, individuals must register themselves. Supervisors will not be able to register their staff. However, all registrants will receive an e-mail confirmation that they can forward to their supervisors.

*Note: This document demonstrates the course registration process using **EHS305: Accident Investigation for Supervisors** as an example.*

How to Register for a Course

1. Access the course webpage on EVE using the registration link provided by EHS (e.g., <https://cris.eve.utoronto.ca/home/events/4078>).
2. If you have not completed multi-factor authentication, you will be taken to the **UofT Weblogin idpz** webpage. Provide authentication using your **UTORid** and **Password**. Complete the authentication process using one of two methods: **Duo Push** or **Passcode**.
 - For more information on how to enroll in UTORMFA: <https://isea.utoronto.ca/services/utormfa/self-enrollment/>
 - For instructions on how to use UTORMFA, visit: <https://isea.utoronto.ca/services/utormfa/how-to-use/>

- Once you have successfully completed authentication, you will be taken to the course dashboard where you will find information including:
 - Date/time
 - Course Description
 - Learning Outcomes
 - Additional Information (e.g., useful links)
 - In-Person Capacity
 - Attendance Type (e.g., in-person)
 - Location of training

CRIS / Events / EHS305 Accident Investigation for Supervisors - March 21, 2024

EHS305 Accident Investigation for Supervisors - March 21, 2024

Event Type:
Workshop/Seminar

Program
CRIS

Event Categories
-- not set --

Date/Time
Thu Mar 21, 2024 at 1:30 PM to 3:30 PM

Description
All workplace accidents or incidents should be investigated to determine what happened, why it happened and what steps should be taken to prevent a recurrence. In order to ensure that appropriate corrective actions are implemented, it is critical that the investigation be properly conducted. This course provides the basic steps involved in conducting an accident investigation, and looks at identifying root causes of accidents so that effective controls be

Registration
Registration is open.
[Register](#)

Attendance Type
In-person

Location
Name: EHS Training Room
Address: Rm 117, 256 McCaul St.
Toronto
Ontario

- To sign-up for training, click the **Register** button on the right-side menu.
- If this is your first time registering for course/events/workshops using EVE, you will be prompted to update your profile. Fill in the required personal information (i.e., Appointment, Campus). Click **Save**.

Edit My Profile

To ensure we can provide the best experience using this site, please update your profile. ×

Appointment (required)

Professor

Associate Professor

Assistant Professor

Librarian

Sessional/CLTA

Staff

Undergraduate Student

Graduate Student

Postdoctoral Fellow

Other

Campus (required)

UTM

UTSC

6. Your registration status will be updated in the **Registration** side menu.
 - For courses that do not require admission by the Event Organizer (i.e., course instructor), you will automatically enroll in the course and your registration status will indicate **Approved**. There is a button to **Un-register** for the course should you wish to do so.

EHS305 Accident Investigation for Supervisors - March 21, 2024

Thank you for registering for EHS305 Accident Investigation for Supervisors - March 21, 2024.
✕

Event Type:
Workshop/Seminar

Program
CRIS

Event Categories
-- not set --

🕒 Date/Time
Thu Mar 21, 2024 at 1:30 PM to 3:30 PM

Description
All workplace accidents or incidents should be investigated to determine what happened, why it happened and what steps should be taken to prevent a recurrence. In order to ensure that appropriate corrective actions are implemented, it is critical that the investigation be properly conducted. This course provides the basic steps involved in conducting an accident investigation, and looks at identifying root causes of accidents so that effective controls be implemented.

Registration

You are registered to attend this event **in-person**.
Your registration status is: Approved

Un-register

Attendance Type
In-person

📍 Location
Name: EHS Training Room
Address: Rm 117, 256 McCaul St.
Toronto
Ontario

7. Once successfully registered for the course, you will receive an e-mail confirming **Event Registered**. Participants can add the event to their MS Outlook calendar by opening the **Add to Calendar.ics** attachment included in the e-mail. **The calendar invite includes the course location/address.**

EHS305 Accident Investigation for Supervisors - March 21, 2024 | Event Registered!

no-reply=eve.utoronto.ca@mg.eve.utoronto.ca on behalf of EVE U of T <no-reply@eve.utoronto.ca>

To [Redacted]

☺ ↩ Reply ↩ Reply All ➡ Forward 📧

📎 Add to Calendar.ics
3 KB

You don't often get email from no-reply@eve.utoronto.ca. [Learn why this is important](#)

Event Registered!

You have successfully registered to:

EHS305 Accident Investigation for Supervisors - March 21, 2024

Your registration status is: **Approved**.

Thu Mar 21, 2024 at 1:30 PM to 3:30 PM

For complete detail of the event and your registration, please visit: <https://cris.eve.utoronto.ca/home/events/4078>

Add this event to:
[Google](#) | [Yahoo](#)

How to Un-register From a Course

1. To un-register from training, return to the course dashboard using the link provided in the confirmation email and click the **Un-register** button.
 - The Registration side-menu on the course dashboard will indicate your registration has been cancelled. A **Re-register** button is available if you wish to register for the event again.


EHS305 Accident Investigation for Supervisors - March 21, 2024

Registration is cancelled. ×

<p>Event Type: Workshop/Seminar</p> <p>Program CRIS</p> <p>Event Categories -- not set --</p> <p>Date/Time Thu Mar 21, 2024 at 1:30 PM to 3:30 PM</p> <p>Description All workplace accidents or incidents should be investigated to determine what happened, why it happened and what steps should be taken to prevent a recurrence. In order to ensure that</p>	<p>Registration Your registration was cancelled. Re-register</p> <p>Attendance Type In-person</p> <p>Location Name: EHS Training Room Address: Rm 117, 256 McCaul St.</p>
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8. Once successfully un-registered from the course, you will receive an e-mail confirming **Event Unregistered**.

EHS305 Accident Investigation for Supervisors - March 21, 2024 | Event Unregistered

 no-reply@eve.utoronto.ca@mg.eve.utoronto.ca on behalf of EVE U of T <no-reply@eve.utoronto.ca>
To [redacted] Mon 2024-01-08 10:56 AM

You don't often get email from no-reply@eve.utoronto.ca. [Learn why this is important](#)

We will miss you!

This email is to notify you that you have *unregistered* to:

EHS305 Accident Investigation for Supervisors - March 21, 2024

Your registration status is: **Cancelled**.

For complete detail of the event and your registration, please visit: <https://cris.eve.utoronto.ca/home/events/4078>