

Harvard Institutes of Medicine / New Research Building

Online Health & Safety Training Program

➤ How to register and access the online EH&S training for the **FIRST** time

1. Go to: <https://himnrb.ehetraining.com/>
2. Click "If you don't have a test key please click here to get one."
3. Click "**New User**"
4. Enter your department code
5. Follow the prompts to enter your information (last name, first name, email, etc.).
6. The system will send you a training key and instructions via email. Once you receive this "New Account" email you can go to the next step.

Note: Your training key will remain valid for 30 days or until you request that the system email another.

After registering and obtaining your key, you may access the site at any time by following the instructions below:

1. Go to: <https://himnrb.ehetraining.com/>
2. Enter your training key and press "**Log In**".

➤ I have already registered but do **NOT** have a key

1. Go to: <https://himnrb.ehetraining.com/>
2. Click "If you don't have a test key please click here to get one."
3. Click "**Existing User**"
4. Enter your email address and press "**Reset my training key**".
5. You will be emailed a new training key and instructions.

Note: Your training key will remain valid for 30 days or until you request that the system email another.

➤ To begin taking your training

Assignments that are 'incomplete' will be highlighted red.

1. Click the "**open topic**" link for any topic
2. Read the training material, using the links in the top menu or the "**Next Page**" button at the bottom of each page to access the various sections within that topic.
3. After reviewing the content, you must complete and pass the quiz.
4. The quiz consists of 5 multiple choice questions. Once you have answered each question, press the "**Grade Quiz**" button at the bottom of the page.
5. To complete a topic you must answer 4 of 5 quiz questions correctly. If you do not answer 4 of 5 quiz questions correctly, review the written materials and then take the quiz again. There are multiple quizzes so the questions will vary.
6. For those topics that do not require a quiz, you will be prompted to verify that you have read and understood the information.
7. Click on the "**Home**" link to return to your list of topics.
8. As you complete topics, your training status will automatically update on your main dashboard.

➤ Certificate

Once you have completed the topics you should have a link to a PDF in the certificates box.

After successfully completing ALL the topics assigned to you, on your main dashboard a link to a PDF of your certificate will appear in the “*certificates*” box. Click on the link to download or print your certificate.

➤ How to update your account information

1. On your main dashboard, click “**Edit**” in the “*Account Details*” box.
2. Update your information and press “**Save**”.

➤ “Get Help”

On the upper-right menu of your main dashboard, there is a link for “**Get Help**”. You may use this link to email a question to your institution’s EH&S department or to notify them of a problem with the site.

➤ FAQs

Q. What if I don’t receive a key after registering as a user?

There are two possible reasons for this: the most common is that the email has been intercepted by your spam filter. Go to your spam folder to retrieve the email, and label this as an approved address for future notices. The other possible reason is that you may have entered your email address incorrectly. If you feel this is possible, contact the EH&S department with your correct information and they will edit it for you.

Q. Do I have to read all the material for a topic or can I advance directly to the quiz?

If you feel you already possess a thorough understanding of the topic you may go right to the quiz by clicking on the link.

Q. Do I have to complete all my training topics at one time?

You may begin your training and access the site again at a later date (or multiple times) to complete all your training.