

# Wellesley College Web-Based Health & Safety Training Program

## Instructions:

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

You will need a **Department Password**. If you do not know the password for your department, contact your supervisor.

- URL: <https://www.ehetraining.com/wellesley>
- Click on the link **Don't have a key? Click here.**
- Select the option for **I am a new user with a department password.**
- At the prompt, enter the Department Password and press **Submit.**
- Enter a valid email address and your first and last name. Press **Submit.**
- You will be emailed a key and directions to access the site. This key will remain valid 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:

- URL: <https://www.ehetraining.com/wellesley>
- Enter your **key** and press **Continue.**

### I have already registered but do NOT have a key

If you have already registered your name and email address but have lost your key, you can have a new key sent to you by following the instructions below:

- URL: <https://www.ehetraining.com/wellesley>
- Click on the link **Don't have a key? Click here.**
- Select the option for **I'm already a user and I need a new key to access the training system.**
- Enter your email address and press **Submit.**
- You will be emailed a key and directions to access the site. This key will remain valid until you request that the system email another.

### To begin taking the online EH&S Training

- From the **Main Menu**, you will see all the training topics assigned to you.

- Select a topic from the list and press **Start Training**.
- Read the training material, using the links in the top menu to access the various sections within that topic.
- After reviewing the content, you must complete and pass the quiz.
- 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.
- 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.
- For those topics that do not require a quiz, you will be prompted to verify that you have read and understood the information.
- Click on the **Main Menu** link to return to your list of topics.
- As you complete topics, your training status will automatically update on the **Main Menu** page.

### Certificate of Completion of EH&S online training

After successfully completing ALL the topics assigned to you, on the **Main Menu** page a new message will appear: **Training Complete Print Certificate**. Click on the link provided and follow the instructions to download and print your certificate. This certificate will be valid for one year.

### How to update your account information?

You can access and update your information by:

- URL: <https://www.ehetraining.com/wellesley>
- Enter your key
- Click on the link for **Change User Settings**
- Update your information and press **Submit**

### “Get Help”

On the **Main Menu** page, there is a link for **Get Help**. You may use this link to email a question to your institutions' 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 right 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.