On-line Safety Services

During the past year, you may have noticed several changes to EHS services on-line. This includes updates to both the EHS website (www.ehs.iupui.edu) and the training interface. If you haven’t already, we encourage you take a moment to explore this site and update bookmarks to items such as MSDS online (https://protect.iu.edu/environmental-health/safety-data-sheets/index.htm) and the chemical hygiene plan (https://protect.iu.edu/environmental-health/laboratory-safety/lab-safety-chemical-hygiene/index.html).

As with many transitions, some commonly experienced issues have been noticed. Below is a guide to using MSDS on-line and the updated training systems and some common troubleshooting tips.

MSDS online

What it is: This is a vendor supported service that provides on-line access to MSDS/SDS sheet for a wide variety of chemicals. It is a convenient option for ensuring everyone can access up to date storage and handling information. There is no need to log in to access this service.

How to access it:

MSDS online can be accessed directly at https://msdsmanagement.msdsonline.com/6df89148-4e9b-4af6-9ba8-da0d494c926a/msdsonline-search/.

The service can also be accessed from ehs.iupui.edu.

Trouble shooting tips:

Most issues with MSDS online involve the user being presented with a log in screen. Three possible reasons for this are addressed below.

1) MSDS online access is only available if you are physically on the IU network. It will not work if you are accessing it from off campus.
2) MSDS on-line is requesting a log in. If you see the screen below, select the Indiana University icon. This will take you past the log in prompt. If you do not see the Indiana University icon, verify that you are on the IU network.

![Log In Screen](image1)

3) When trying to access MSDS online, some Chrome users will get a windows security pop up. Press cancel and the service will become available.

![Windows Security](image2)

**Who to contact:**

If you are consistently having problems with this service, let your lab safety inspector or Lee Stone know.
E-Training

What it is:
E-training is an on-line tool for accessing both on-line and classroom based training, that can be launched from One.iu.edu. You can also visit the Knowledge Base page for more information on E-training and also to find out about updates and changes to the system.

How to Enroll:
Courses can be accessed from the e-training application found at One.iu or through https://protect.iu.edu/environmental-health/training/online%20/index.html. Additionally, if an audit reveals that employees need to complete training, your inspector may send a direct link to the enrollment page for the needed course. If this is the case, select enroll and skip to “Launching an On-line Course” below for further directions. (You may receive the CAS log-in prior to viewing the enrollment screen.)

Option 1) Accessing training enrollment from One.iu
To enroll in an EHS training course, begin by searching for the E Training icon on One.iu. Save the icon to your favorites by marking the heart. Chrome and Firefox browsers are preferred for E Training.

- Click on the E Training icon and, in the upper right corner, click Login. The page will change and you will choose Log-in again. The screen will change to the catalog page for Environmental Health and Safety.

- From the drop-down section at the top, right of the page, slide your cursor under All IU Training, and then slide to Environmental Health and Safety from the drop down menu. The page will change to show IUEHS tiles in blue or green.
• At the **Categories** button, again toward the top, right part of your screen, you may select from the categories of **Online or Classroom**.

• Online training will have a green title background; classroom training has a blue title background.

• After you have located the class for which you wish to enroll, click on the icon and the page will change to a page where you will click on the **Enroll** button.

• For online training, you may go to the course to launch it immediately. (See “Launching an On-line Course” below.)

• For classroom sessions, you will choose a **section**.
• Classroom: choose a **section**, and then click **Enroll**.

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**Option 2) Accessing training enrollment from** [https://protect.iu.edu/environmental-health/training/online%20/index.html](https://protect.iu.edu/environmental-health/training/online%20/index.html).
This page contains text based step by step instructions for both enrolling in classes and launching on-line courses. This page also contains an expandable list of online EH&S courses (right). The expanded view provides a course description and a link to the class enrollment.

- Select the course name button to enroll in the desired class. (ie “Laboratory Safety Training”).

- Once you select the course button, a screen with the course name and an enrollment button will appear. Click Enroll. Please note if a lab inspector sent a link for a specific course, it will typically be for the enrollment page as illustrated on the right.

Launching an On-line Course:

After enrolling, log-in to e-training through one.iu.edu. You may initiate an on-line course through the student dashboard.
1) Login to e-training, this will launch IU expand

2) Select Log-in button from IU expand

3) Go to your Student Dashboard.

4) Choose “In Progress”. You will find a list of your online classes with a link to begin or resume a course. Select “Begin Course” to launch a new course.
Accessing Training Records:

From the Student Dashboard used to launch training (described directly above), you may view your training records and generate completion certificates. Please note, training completed prior to the new system (November 2016) will not be accessible by this method.

1) Select “Completed”. This will generate a list of completed courses.

2) Scroll to the completed course you need a certificate for. Select “Download” to obtain a pdf version of the certificate.

Troubleshooting tips:

1) For the best experience in using the training system, using Chrome or Firefox is recommended over Internet Explorer.

2) Training will not play. Errors in launching training may occur if you are accessing the network from within IU Health facilities or Riley. These networks require a VPN to be in place for the training courses to play. Please contact your IT support to ensure a VPN is in place and configured correctly.
3) **I can't access my training records or certificates.** Only training completed after November 1, 2016 can be accessed by the above method. If you need a training certificate for courses completed between 2013 and November 1, 2016, your laboratory safety specialist or Susan Voight may be able to assist you.

If you have additional questions about accessing training, you may contact our Training Compliance and Administrative Manager, Susan Voight.