

Use this Step-By Step Procedure to take required Lab Safety Training Courses:

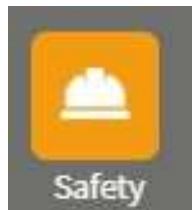
1. Go to the [Student Resources](#) page.



2. Scroll down and click on the [Tech Express](#) link.



3. Find the [Safety Hard Hat Icon](#) and click on it.



NOTE: You may have to use the cog wheel in the upper right to unlock QuickLinks and add it to the top bar.

4. The Training Portal will open with three tabs: Training, Transcript, and Additional Resources.

Training

List of all training to complete

Training Title

Due Date

SEARCH



Training Plan

Transcript

Enrollment Summary

31

Total Active

0

Delinquent

1

In Progress

30

Complete

0

Not Started

List of all started and completed training (active and expired). This is not a Status Report or a Delinquency list. If a course appears on this list and not on the Training Requirements tab the course is no longer required. Courses in progress (required or not) may be completed until the enrollment expires.

Training Plan

Additional Resources

Here you will find Additional Resources made available to you outside of the direct assignment plan. You may search and sort the list to find resources.

Title

Resource Type

Status

Review Status

SEARCH



TITLE ↑

GROUP ↑

REVIEW STATUS ↑

COURSE TYPE ↑

AVAILABLE UNTIL DATE ↑

5. Click on the TRAINING TAB to see a list of available courses. If courses are not in this TAB, check in the ADDITIONAL RESOURCES TAB.

6. For a course, click on the BLUE/WHITE Arrow button on the right to start the course.

7. Complete the training course and then click on the DIPLOMA icon to download a PDF of the certificate. This may be found in the TRANSCRIPT Tab.



8. Save the file and upload it into the assignment in this iLearn course and your instructor's if applicable.

9. Repeat steps 6 through 8 for all required training courses. It is encouraged to take as many as you can.