A) Training Registration

- 1) For biosafety online training registration, visit Online Course Registration page
- 2) Under the **"Ongoing"** course list, find "Biosafety Training Principal Investigator/ Investigative Staff" course, as applicable.



 Select the course either "Biosafety Training - Principal Investigator/ Investigative Staff" course, as applicable and click the "REGISTER" button at the bottom of the page as shown in snip below

Online Course Registration	
EHS Blosafety (Principal Investigator/Supervisor) -2022	
Environmental Health and Safety	
This course is designed for Principal Investigators, Laboratory or Facility supervisors and managers, research associates, and designates of a U of G Biohazard Permit.	
The course outline is as follow: Partone Proceedings and Toxis Couplings of Practices Partone Proceedings of Proceedings of Practices Provide Proceedings of Proceedings of Practices Provide Pract	

4) Once you register, you will receive an email confirmation for EHS course enrollment along with the access course info (see snip below)



B) Access Biosafety Course (info will be received in the register course email to follow the steps as listed below)

Once you register, to access the course follow these steps:

1. Click https://courselink.uoguelph.ca/shared/login/login.html

2. You will see the screen as below, select Login button



3. You would see the screen "My Courses" as below, click on "EHS Biosafety (Principal Investigator or Investigative staff) training as applicable.

My Courses	~					
All Resour	ces 2021 Winter	2021 Summer	2021 Fall	2020 Winter	2020 St	>
EHS Biosa (Investigat 2021 Resources Ends January 12:00 AM	afety tive Staff) - 16, 2022 at	Student Cyber Awareness Resources	Security	Positive Sp. – Part I Resources	ace Traini	ng
Statistics Centre Resources	Learning	Supported Lea Groups (SLGs) Resources	rning	COVID-19 Prevention Control Aw	Infection and areness	

5) Upon selection, you will see the Announcement Welcome screen as below, select "Content" in the navigation bar as below to complete the training.



6) After reviewing all the modules, access the quiz by selecting "Quizzes" in the navigation bar.

- 7) Completion of the quiz with a grade of at least 75% or greater, will mark completion of this training.
- 8) You will then receive an email confirming your completion of this training that is to be maintained for record keeping purposes.
- Once you have completed the training you are also encouraged to provide your feedback via the Course Evaluation survey located under "Survey" in the navigation bar.
- C) <u>Printing Certificate</u>
- Once you complete the course with a grade of >75%, you will see the following on the Course home page. If you click on the hyperlink, there will be further instructions for saving/printing. See snip below:

You have completed the EHS Biosafety (Principal Investigator/Supervisor) - 2021 course!

Note: Please save your training certificate immediately upon completion of the course and maintain for future reference.

Certificates will not be available once the course closes at the end of the calendar year. You are required to submit a record of training completion with any Biohazard permit application or renewal on which you are named.

Should you experience difficulties printing your certificate, please try switching to a different browser such as Chrome or Firefox.

FAQ:

I cannot access the online registered training course

If registered and cannot access, log out and log back in your Course link account, and you should see the courses there. If you are still unable to spot them, the button at the top with the 9 squares has a drop-down menu to the link for "search all courses" and you will see it under there. Please reach out <u>ehs@uoguelph.ca</u> if you are still unable to access them.

• I cannot access past registered course

All EHS courses close on Dec 31 of each year and trainees no longer have access to them in the following year. If the course is incomplete, you will need to re-register and complete the course from the beginning.

• I cannot print training certificate

If upon course completion, you are still not able to print certificate, please email Course Link Support at <u>courselink@uoguelph.ca</u>. If the course closes, access to it is lost. So, print/save all certificates upon completion of the course.