

## Instructions for using the UML training tracking system:

### **NEW USERS TRAINING:**

#### **User training steps:**

1. Complete training, quiz, and any specific trainings (radiation safety website)
2. Obtain any site specific training by Authorized User (AU) or designee to entail the specific hazards of your lab(s)
3. Navigate to the training site <https://www.uml.edu/service/Dashboard> and login with UML credentials (click on safety certification and request trainings or renew training)
4. Enter personal information (name, email, phone number)
5. Lab information (Authorized User, Department, Lab phone or your phone number, contact info, their Authorized User)
6. When approved by the AU, please email the radiation safety office to complete your training, order radiation dosimetry, and answer any questions you may have.

#### **Authorized Users steps:**

7. An email will be sent to the AU requesting approval for the above user. Here you can navigate to the training site via the url or from the url in the email. Log in as mentioned above.
8. You will see three lists users "Awaiting Approval, Approved Users, Deauthorized Users" go to awaiting approval. Review the user and approve based on the fact they are familiar with your lab and have been site specific trained.

### **RENEWING TRAINING:**

#### **User training steps:**

When your training is due (typically 2 years) you will get an email informing you of the need to renew your training.

1. On the radiation safety website, take the particular quiz for recertification (laser or Rad) and save the results as an image (to be loaded on the website later as proof of training)
2. Navigate to the training site <https://www.uml.edu/service/Dashboard> and login with UML credentials (click on safety certification)
3. Click recertification on left column (under lab Staff) and click renew
4. Enter recertification date and upload your Quiz results image.

#### **Authorized Users steps:**

5. An email will be sent to the AU requesting approval for the above user. Here you can navigate to the training site via the url or from the url in the email. Log in as mentioned above.
6. The AU will see three lists of Users "Awaiting Approval, Approved Users, Deauthorized Users." Click on awaiting approval. Review the user and approve based on the fact they are familiar with your lab, have been site specific trained, and are fit to continue working with sources in your lab.