

## Instructions for Self-Enrolling into a URM MyPath Course

### Laboratory Safety Training 2019

For those who do not have direct access to a computer you may use the computing centers at Miner Library, inside the Medical Center or Rush Rhee's Library on River Campus.

- Attention Mac users: It is recommended that you complete these modules using Chrome instead of Safari
- Attention PIs/Lab Managers: There is no print function in MyPath to obtain a certificate of course completion for staff. If you are tracking compliance for your lab, attached are instructions to run a report on the next page. **If you have any additional questions, please contact [mypathsupport@rochester.edu](mailto:mypathsupport@rochester.edu)**

Please choose the course that most accurately describes the materials that you handle within your duties. If you are unsure of the course to take, please ask your Principle Investigator or Supervisor. **All courses include Bloodborne Pathogens Training.**

#### **CLINICAL LABS, CLINICAL MICROBIOLOGY, PHLEBOTOMIST/VENOUS NURSES AND STUDY COORDINATORS - PLEASE NOTE!**

- **Clinical Labs will take the Standard Chemical course**
- **Clinical Microbiology will take the Chemical/Biological course**
- **Phlebotomists, Venous Nurses, and Study Coordinators will take the Standard Chemical course**

#### **All Other Laboratory Staff**

- ✓ **There are four courses to choose from: Click on the Course Link below that will take you directly to the laboratory safety training course.**
- ✓ **You MUST completely view all documents listed in the module in order for the training to show "COMPLETE" on your transcript.**
- ❖ [EHS Laboratory Safety Training Standard Chemical 2019](#)
- ❖ [EHS Laboratory Safety Training Chemical and Biological 2019](#)
- ❖ [EHS Laboratory Safety Training Chemical/Biological/Animal 2019](#)
- ❖ [EHS Chemical/Animal 2019](#)

#### **Alternative enrollment instructions to access MyPath courses listed above.**

- a. First, log into MyPath <https://mypath.rochester.edu/>
- b. In the upper-right hand search box, type in part of the course name as listed in the outline box above.
- c. You will see a list of Training modules to choose from. Pick the course that describes the materials you handle.
- d. Click the blue "**Request**" Box to enroll in the course.
- e. The course has now been added to your Learning Transcript.
- f. Click the "Open Curriculum" drop-down to start the module.

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- g. Click "View Details".
- h. The Lessons will be listed, click "Launch" to start each lesson. A checkmark will appear on the top-left corner of the lesson icon when the lesson has been completed. **You must complete ALL MODULES in order for your records to show training is complete!**

To print your Learning Transcript in MyPath (<https://mypath.rochester.edu/>):

1. Place cursor over the "My Learning" tab (blue bars at top of screen), then select "My Learning Transcript".
2. Switch "Active" button (white button mid-screen) to "Completed".
3. Click "Options" button (upper right; white square with three dots) and select "Print Transcript".

**BLACKBOARD IS NO LONGER AVAILABLE: ALL STUDENTS, VISITORS, AND NON-EMPLOYEES MUST DO LAB SAFETY TRAINING IN MYPATH**

### Students, Visitors and Non-Employees:

#### Accessing MyPath courses:

- a. First: Click [here](#).
- b. You will see a list of Training modules to choose from. Pick the course that describes the materials you handle (EHS LST Chemical, Biological, and/or Animal).
- c. Click on the title of the course.
- d. Click the blue "Request" Box.
- e. You will be directed to create a MyPath account. Fill out all required fields. You will have to create a NetID, but your username will be your email address.
- f. Once you have successfully created a password, you will be automatically assigned the course.
- g. You will receive an email with your verified MyPath account information, and a link to re-access the MyPath system in the future. If you do not receive an email within a few minutes, please contact <https://mypath.rochester.edu/>
- h. Click the "Open Curriculum" drop-down to start the module.
- i. Click "View Details".
- j. The Lessons will be listed, click "Launch" to start each lesson. A checkmark will appear on the top-left corner of the lesson icon when the lesson has been completed. **You must complete the ALL MODULES in order for your records to show training is complete!**

For technical support please contact the MyPath Support at [mypathsupport@rochester.edu](mailto:mypathsupport@rochester.edu)

**\*\*\*Please ensure that your system's Adobe Flash Player and Java Scripts are current and up to date\*\*\***