

Instructions for Self-Enrolling into a MyPath Course

Laboratory Safety Training 2025

- A strong internet connection is needed for this training. To ensure this, we advise taking this training onsite with a University secured connection.
- **Attention Mac users:** It is recommended that you complete these modules using Chrome, not Safari.
- Training Records can found [EH&S Training Information webpage](#) and are updated twice a month.
- If you can not finish the course in one sitting or you are timed-out by the program, please select the “Yes” when asked if you want to resume where you left off.

[Enter MyPath Here](#)

Research Laboratories:

There are four courses to choose from:

- [EHS Laboratory Safety Training Standard Chemical 2025](#)
- [EHS Laboratory Safety Training Chemical and Biological 2025](#)
- [EHS Laboratory Safety Training Chemical and Animal 2025](#)
- [EHS Laboratory Safety Training Chemical/Biological/Animal 2025](#)

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

Clinical Labs, Clinical Microbiology, Phlebotomists/Venous Nurses, and Study Coordinators

Please take the following courses:

Clinical Labs: [EHS Laboratory Safety Training Standard Chemical 2025](#)

Clinical Microbiology: [EHS Laboratory Safety Training Chemical and Biological 2025](#)

Phlebotomists, Venous Nurses, and Study Coordinators: [EHS Laboratory Safety Training Standard Chemical 2025](#)

Accessing the above Courses within MyPath:

1. Click the blue “Request” button on the right to enroll/add to your Learning Transcript.
2. To take the course, click the blue “Open Curriculum” button.
3. Click the first listed section, and then click “Launch” to start the first Module. Modules must be completed in order, and you must pass the first module to advance. A checkmark will appear on the top-left corner of the lesson icon when the lesson has been completed.
4. At the end, download and/or review each document. **To mark documents as complete, click the drop-down button to Launch, view (+/- Save or Print) the document displayed and click "Mark Complete" to attest you have read the material.**
 - Only the course screen below will give you credit for the course in MyPath. The training will show “In Progress” until the last “Mark Complete” has been selected.

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The screenshot displays the MyPath course interface for "EHS Laboratory Safety Training Chemical, Biological, and Animal 2025". On the left, a sidebar shows "CURRICULUM PROGRESS" at 100% and a list of course categories: GENERAL LAB SAFETY, BIOLOGICAL SAFETY, ANIMAL SAFETY, and SUPPLEMENTARY DOCUMENTS. The main content area features the course title and an "Options" dropdown. Below this, a "Supplementary Documents" section shows 100% completion for 2 items. Two documents are listed: "LST Executive Summary 2025" (10 min, completed) and "Laboratory Site Specific Compliance Checklist 2025" (5 min, completed). Each document has a "Launch" button and a dropdown arrow.

Accessing and Printing Transcripts in MyPath:

In MyPath:

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. For the appropriate course, click the blue options arrow and select "View Training Details".
4. Expand the "Transcript History" heading by clicking the white down arrow on the far right. Print this page for your records.

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Students, Visitors, and Visiting Scientists:

Accessing MyPath Portal:

1. First: Click [here](#).
2. You will see a list of Training modules to choose from; pick the course that describes the materials you handle.
3. Click the blue **“Request”** box.
4. You will be directed to create a MyPath account.
5. Fill out all required fields.
6. Once you have successfully logged in, hover cursor over the "My Learning" tab (blue bars at top of screen), then select "My Learning Transcript". The requested course should be added to your Learning Transcript.
7. To take the course, click the blue **“Open Curriculum”** button.
8. Click the first listed section, and then click **“Launch”** to start the first Module. Modules must be completed in order, and you must pass the first module to advance. A checkmark will appear on the top-left corner of the lesson icon when the lesson has been completed.
9. At the end, download and/or review each document. **To mark documents as complete, click the drop-down button to Launch, view (+/- Save or Print) the document displayed and click "Mark Complete" to attest you have read the material. You must complete the LAST STEP in order for your training record to show complete!**
 - Only the course screen above will give you credit for the course in MyPath. The training will show “In Progress” until the last **“Mark Complete”** has been selected.
10. To add additional courses, please follow the directions above under employee.

If there are any technical issues regarding these courses in MyPath, please contact the MyPath Support group at mypathsupport@rochester.edu