

Instructions for Self-Enrolling into a MyPath Course

Laboratory Safety Training 2025

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