CU Learn Access/Course Access

Operations, Training

<table>
<thead>
<tr>
<th>Job Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>CU Learn Access/Course Access</td>
</tr>
</tbody>
</table>

**Purpose**
- The purpose of this job task is to provide detailed instructions for accessing CU Learn and enrolling in a classroom or a web-based training.

**When**
- Any time a learner needs to take a training.

**Materials**
- Access to the internet

**Resources**
- CU Learn Administrator
- EHS Training Coordinator

**Actions:**

**TO ACCESS A COURSE IN CU LEARN**

1. **BEFORE LOGGING INTO CUULEARN REMEMBER THE FOLLOWING:** *(settings must be change PRIOR to getting into CU Learn!)*
   a. The preferred browsers for a PC are Internet Explorer and FireFox.
   b. The preferred browsers when using a Mac are Firefox and Safari.
   c. Be sure to turn on "Allow popups"! (Tools/Popup Blockers/ turn off (uncheck))

2. To find a course/ enroll in CU Learn, open the internet and navigate to [http://sp.ehs.cornell.edu/Pages/Home.aspx](http://sp.ehs.cornell.edu/Pages/Home.aspx)

3. Click on the ‘Training’ link on the top menu.

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Approved by: Marlene Larson
Last revised by: Marlene Larson
Revision date: June 24, 2014

This copy expires 7 days from the print date of: 6/24/2014. The most recent version of this document is available electronically at: [https://sharepoint.rmps.cornell.edu:8445/ehs/ehs/Training/CULearn_Access.docx](https://sharepoint.rmps.cornell.edu:8445/ehs/ehs/Training/CULearn_Access.docx)
4. Next, click on ‘CU Learn’ near the bottom of the side navigation.

5. **Login** with your **NetID** and **password**

6. A new screen will open. (ORACLE AT THE TOP) Choose “**Self Service**” from the taskbar on the left side of the screen (Selections will vary depending on permissions one has).
7. Under the **Learning** file/ choose **Search Catalog**

8. To find a course in CU Learn – use the “safety course listing” found on the EHS Training Web-page ([http://sp.ehs.cornell.edu/training/Pages/default.aspx](http://sp.ehs.cornell.edu/training/Pages/default.aspx)) (if you know the course number enter it as shown in the next step.)

9. In the **Search Catalog** screen, enter the **course code** (you can also enter words – Laboratory Safety, Laser Safety, etc.).
10. Click **Search Activities** and a list of classroom and/or web-based trainings will be listed

**Search Catalog**

<table>
<thead>
<tr>
<th>Select Search Category</th>
<th>Activities</th>
<th>Catalog Items</th>
<th>Programs</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Search the Catalog</td>
<td>2555</td>
<td></td>
</tr>
</tbody>
</table>

[Search Activities]

Advanced Search  
Search Tips  
Preferences

**Search Results:**

<table>
<thead>
<tr>
<th>Results</th>
<th>Previous</th>
<th>Next</th>
</tr>
</thead>
<tbody>
<tr>
<td>Results 1 - 2 of 2 for 2555</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**EHS-Laboratory Safety (2555-Laboratory)**  
(Classroom)  
(2555-Laboratory) This required program provides training to comply with the OSHA Laboratory Standard. Covers the OSHA Laboratory Standard, lab safety hazards, toxicology, personal protective equipment, standard operating procedures, and MSDSs.

This activity Starts on 11/19/2013 at a price of **0 USD**

**EHS-Laboratory Safety (2555-Laboratory)**  
(Web-based Training)  
(2555-Laboratory) This required program provides training to comply with the OSHA Laboratory Standard. Covers the OSHA Laboratory Standard, lab safety hazards, toxicology, personal protective equipment, standard operating procedures, and MSDSs.

This activity Starts on 01/01/2013 at a price of **0 USD**

11. Click the **Enroll** button on the course you would like to sign up for. (You know if it is a classroom or a web-based course from the information on the page)

**TO ENROLL IN A CLASSROOM TRAINING**

1. Find the Classroom course on the search page:
   a. This course is a classroom and it is scheduled for 11/19/2013.

**EHS-Laboratory Safety (2555-Laboratory)**  
(Classroom)  
(2555-Laboratory) This required program provides training to comply with the OSHA Laboratory Standard. Covers the OSHA Laboratory Standard, lab safety hazards, toxicology, personal protective equipment, standard operating procedures, and MSDSs.

This activity Starts on 11/19/2013 at a price of **0 USD**
2. Click the **Enroll** button

3. Click the **Submit Enrollment** button from the “Enroll in Activity” screen

### Enroll In Activity

#### Review Information

Marlene A. Larson, Environ Health Spec I, EH&S Administration

⚠️ You have already completed this activity on 6 Feb 2008.

<table>
<thead>
<tr>
<th>Activity Name: EHS-Laboratory Safety</th>
<th>Type: Classroom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Code: 2555-Laboratory-ACT0496</td>
<td>Contact: Marlene A. Larson</td>
</tr>
<tr>
<td>Price Per Seat: 0.00 USD</td>
<td>Drop Charge: 0.00 USD</td>
</tr>
<tr>
<td>Start Date: 11/19/2013</td>
<td>End Date: 11/19/2013</td>
</tr>
<tr>
<td>Last Enrollment Date: 11/19/2013</td>
<td>Last Drop Date: --</td>
</tr>
<tr>
<td>Available Seats: 19</td>
<td>Available Waitlist: 0</td>
</tr>
<tr>
<td>Language: English</td>
<td></td>
</tr>
</tbody>
</table>

*Required Field

![Submit Enrollment](Submit Enrollment)

![Search Catalog](Search Catalog)

![Browse Catalog](Browse Catalog)

4. Your receive confirmation of successfully enrolling

### Enrollment Confirmation

Marlene A. Larson, Environ Health Spec I, EH&S Administration

✔ You have successfully enrolled in EHS-Laboratory Safety. This change in status will be updated on the All Learning page.

<table>
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</thead>
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<td>Contact: Marlene A. Larson</td>
</tr>
<tr>
<td>Price Per Seat: 0.00 USD</td>
<td>Drop Charge: 0.00 USD</td>
</tr>
<tr>
<td>Enrollment Status: Enrolled</td>
<td>Confirmation Number: 172070</td>
</tr>
<tr>
<td>Start Date: 11/19/2013</td>
<td>End Date: 11/19/2013</td>
</tr>
<tr>
<td>Last Enrollment Date: 11/19/2013</td>
<td>Last Drop Date: --</td>
</tr>
</tbody>
</table>

![Search Catalog](Search Catalog)

![Browse Catalog](Browse Catalog)

![My Learning](My Learning)

5. DUPLICATE ENROLLMENT:

a. If this message appears:
b. Click **OK** in the box

c. Go to **Self Service/Learning/All Learning**

d. Find the course you were trying to enroll in – click the **course name** and the details about the course can be found.

   i. If you want to drop the course click the **drop button**

   ii. If you want to see location and times for the training click the **View Schedule and Location** button
TO ENROLL IN A WEB-BASED TRAINING

1. From the Search Catalog screen, click on the Web-based training “Enroll” button
Search Catalog

Select Search Category: Activities | Catalog Items | Programs | All

Search the Catalog: 2555

Advanced Search

Search Results:

Results 1 - 2 of 2 for 2555

EHS Laboratory Safety (2555-Laboratory)

(2555-Laboratory) This required program provides training to comply with the OSHA Laboratory Standard. Covers the OSHA Laboratory Standard, lab safety hazards, toxicology, personal protective equipment, standard operating procedures, and MSD3s.

This activity starts on 11/19/2013 at a price of 0 USD

EHS Laboratory Safety (2555-Laboratory)

(2555-Laboratory) This required program provides training to comply with the OSHA Laboratory Standard. Covers the OSHA Laboratory Standard, lab safety hazards, toxicology, personal protective equipment, standard operating procedures, and MSD3s.

This activity starts on 01/01/2013 at a price of 0 USD

Enroll

My Learning  All Learning  Browse Catalog
2. Click **Submit Enrollment** (note if you have previously taken the course you will get the above message)

   **Enroll In Activity**

   **Review Information**

   Marlene A. Larson, Environ Health Spec I, EH&S Administration

   ! You have already completed this activity on 6 Feb 2008.

   **Activity Name:** EHS-Laboratory Safety  
   **Activity Code:** 2555-LaboratorySafety-  
   ACT0419  
   **Type:** Web-based Training  
   **Contact:** Mary Czora Pacsolingan  
   **Price Per Seat:** 0.00 USD  
   **Drop Charge:** 0.00 USD  
   **Start Date:** 01/01/2013  
   **End Date:** 12/31/2013  
   **Last Enrollment Date:** 01/05/2014  
   **Last Drop Date:** --  
   **Available Seats:** --  
   **Available Waitlist:** 0  
   **Language:** English

   * Required Field

   **Submit Enrollment**  
   **Search Catalog**  
   **Browse Catalog**

3. Click the **Launch** button

   **Enroll In Activity**

   **Enrollment Confirmation**

   Marlene A. Larson, Environ Health Spec I, EH&S Administration

   ! You have successfully enrolled in EHS Laboratory Safety. This change in status will be updated on the All Learning page.

   **Activity Name:** EHS-Laboratory Safety  
   **Activity Code:** 2555-LaboratorySafety-  
   ACT0419  
   **Type:** Web-based Training  
   **Contact:** Mary Czora Pacsolingan  
   **Price Per Seat:** 0.00 USD  
   **Drop Charge:** 0.00 USD  
   **Enrollment Status:** Enrolled  
   **Confirmation Number:** 172972  
   **Start Date:** 01/01/2013  
   **End Date:** 12/31/2013  
   **Last Enrollment Date:** 01/05/2014  
   **Last Drop Date:** --  

   **Launch**  
   **Search Catalog**  
   **Browse Catalog**  
   **My Learning**
4. Click **Launch** again

View Progress Page

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Marlene Larson, Environ Health Spec I EH&S Administration

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<thead>
<tr>
<th>Component Name:</th>
<th>Laboratory Safety 1 &amp; 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity:</td>
<td>EHS-Laboratory Safety</td>
</tr>
<tr>
<td>Type:</td>
<td>Web-based</td>
</tr>
<tr>
<td>Duration:</td>
<td>--</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Table Of Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Laboratory Safety 2009</td>
</tr>
</tbody>
</table>

Return To Activity Progress

5. The course then begins.

Welcome to Laboratory Safety Training
TO RE-ENROLL IN A WEB-BASED TRAINING

1. If you have already enrolled in the web based course you will get a message like the one below.
   ![Message from webpage]
   
   A duplicate enrollment has been found. This enrollment cannot be processed.

   a. Click **OK**
   b. Go to **Self Service/Learning/All Learning**

   ![Self Service/Learning/All Learning]

   c. Find the Web-based training you were trying to enroll in and click the **Launch** button
d. From the “View Progress Page” click the **Re-Launch** button and the training begins

12. Be sure to view all the training material and take the quiz at the end of the course.

**AFTER VIEWING THE TRAINING AND TAKING THE QUIZ**

1. Click the DONE button to view the quiz results

   Click on the "Done" button below to submit your test answers.

   You will receive your test score and feedback on your answers.

2. Take a screen shot of the completed test with the score. Then if there are any issues you do have verification that you passed the quiz.
3. “X” out of the “Test” page.
4. Close the training course window and you will return to “View Progress Page” in CU Learn. Note: the training record shows not attempted or incomplete.

View Progress Page

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Marlene Larson, Environ Health Spec I EH&S Administration

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<th>Web-based</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity:</td>
<td>EHS-Laboratory Safety</td>
<td>Duration:</td>
<td>--</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>Status</th>
<th>Score</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Laboratory Safety</td>
<td>Not Attempted</td>
<td></td>
<td>Launch</td>
</tr>
</tbody>
</table>

Return To Activity Progress

5. Click on Return to Activity Progress and you will see the information shows the course was passed and Progress is updated to complete.
13. Your learning record could also say- pending- you can try refreshing the page and perhaps the information will update. If it does not change to completed - send a copy of the screen shot of the test page showing your passing grade to culearn@cornell.edu and request that your learner record be updated.
Activity Progress

EHS-Laboratory Safety
Marlene A. Larson, Environ Health Spec I, EH&S Administration

Activity Name: EHS-Laboratory Safety
Activity Code: 2555-LaboratorySafety-ACT0419
Type: Web-based Training
Contact: Mary Czora Pagnoligan
Price Per Seat: 0.00 USD
Drop Charge: 0.00 USD
Enrollment Status: In-Progress
Start Date: 01/01/2013
End Date: 12/31/2013
Last Enrollment Date: 01/05/2014
Last Drop Date: --

Progress Schedule Grades and Attendance Notes and Attachments Payment Details Approvals

Activity Progress Summary

<table>
<thead>
<tr>
<th>Progress</th>
<th>Grade</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-Progress</td>
<td>Not Graded</td>
<td>Comments: 😞</td>
</tr>
<tr>
<td>Pending</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Activity Syllabus
You must complete this activity by 12/31/2013.
To receive credit for this activity you must complete all required tasks.

1. [Laboratory Safety 1 & 2](#)  | Re-Launch
   - Short Name: Web-based
   - Progress: In-Progress

Drop

Return to Previous Page