REGISTER STAFF FOR CLASSROOM TRAINING

Click this [link](http://ehso.emory.edu) to access the EHS Assist database or follow the prompts below:

Start at the Emory EHSO website:
[ehso.emory.edu](http://ehso.emory.edu)

Click Resources > Systems.

Click on Systems > EHS Assist

Log into Emory Single Sign on with your credentials.
You will arrive on the main page for EHSA assist.

Select Training

Select Training Registration

The registration page will default to your personal training needs (the radio button for Self is checked).
Click the radio button next to **PI** and select your name from the drop-down list. You can type your name in as well.

Once you select your name, the **Worker** box to the right of your name will become available. Select any of your staff from the list and the classroom options for that person will display. Only courses they are required to take will appear in the course list.

Questions or feedback? Please contact: ehsotaining@emory.edu