




## ACCESSING EHSO COURSES AVAILABLE ONLINE VIA ELMS

1. To access ELMS, visit [elmprod9.emory.edu](http://elmprod9.emory.edu) using either Google Chrome or Firefox
2. [Log into ELMS with your username and password for ELMS Self Service](#)
3. From the Self Service dashboard, click on Find Learning
4. In the search box on the Find Learning page, enter the EHSO course name (or partial name) or course code. See chart below for list of EHSO courses offered online via ELMS.
5. Click the  button

EHSO Online Course and Frequency Required	Course Code
BBP - Non-Research (annually)	240105
BBP for EMS (annually)	240106
EHS Training for BRS Staff (annually)	240020
Noise (annually)	242300
Regulated Waste Management (annually)	240230
Respiratory Protection for University Workers (annually)	240180
Respiratory Protection Single Use Respirators (annually)	242181
SPCC (annually)	244000
Confined Space Awareness (required every 3 years)	240410
General Electrician Safety Training (for Unqualified Workers) (required every 3 years)	242500
Hazard Communication for University Workers (required every 3 years)	240140
Heat Stress (required every 3 years)	242100
Ladder Safety (required every 3 years)	242200
Lockout/Tag Out <b>Authorized</b> (required every 3 years)	240170
Machine Guarding (required every 3 years)	242270
PPE (required every 3 years)	240175
Water Intrusion/ Flood Response (required every 3 years)	242400
Lockout/Tag Out <b>Affected</b> (required once)	240169

6. Locate the specific Class Code (**ensure the Type column says Online**) for class you would like to enroll in.
7. Click on the yellow “Launch” button
8. After clicking on the Launch button, you will get a screen titled “Table of Contents” (in blue font). Click “Launch” (in blue font).