How to Access Online Safety Training

1. Access online safety training from the Safety Affairs Training webpage. Get to the Safety Affairs website from the UTHSC homepage using the search term "Safety training." On the toolbar The UTHSC online learning management system recently changed from Skillsoft to Cornerstone (UT calls it k@te). K@te can be accessed by clicking the Skillsoft link. This link is accessible from the Safety Affairs website: https://www.uthsc.edu/safety/training.php .

2. Once you click on the link to log into you will be directed to the Employee and Organizational Development website. Click the link to register for Training and Access https://hr.tennessee.edu/training/

3. Log in using your UTHSC NetID and Password.

CENTRAL AUTHENTICATION SERVICE

To continue, please enter your NetID and password:

NetID: [NetID]

Password: [Password]

[LOGIN]

By logging in to this site, you agree to the terms of the UT Acceptable Use Policy.

4. Agree to the terms of use. Then locate the search bar on the top right corner of the screen. Type in the name of the safety training program that you are looking for. Examples include Bloodborne Pathogens, Laboratory Safety, Hazardous Waste and many more. For the sake of example I will demonstrate using Bloodborne Pathogens training.

[Search]
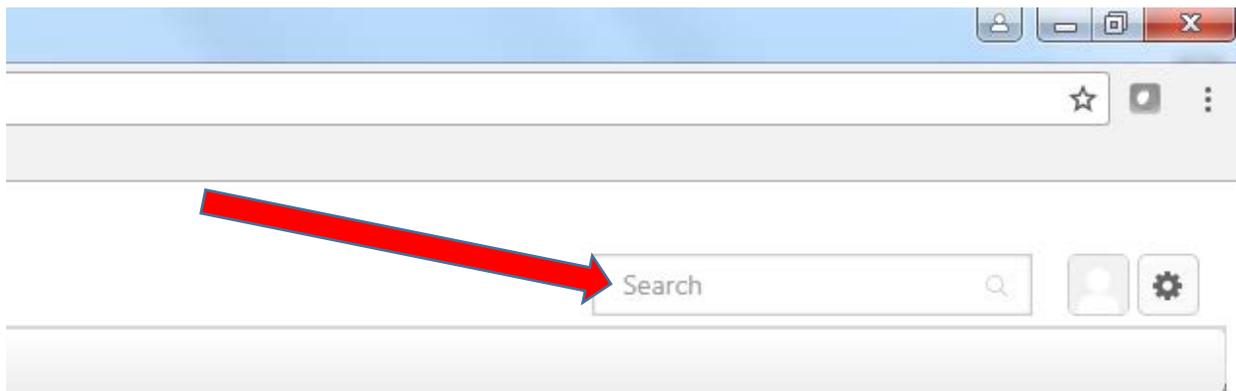
Your Upcoming Training Sessions

Status

5. Once you begin typing available selections that match your query will appear in the drop down. Click on the class you would like to take.
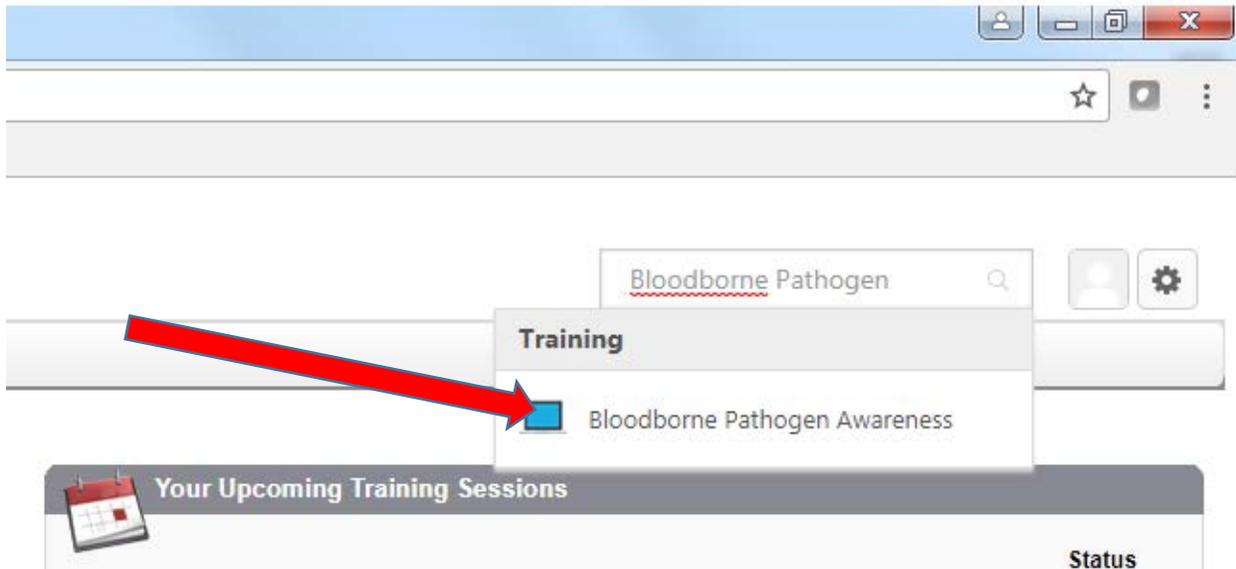
6. Again, click on the class that you would like to take.
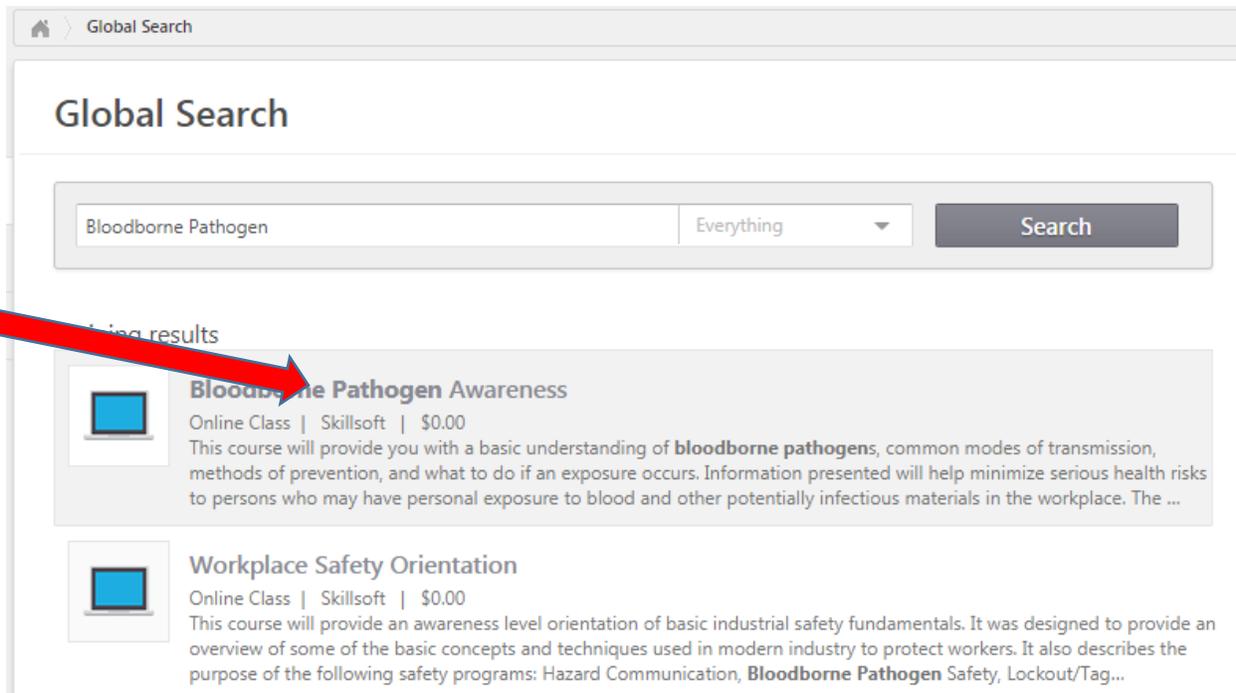
7. Take the class and complete the quiz. Your record should be documented by the system. It's a good idea to print out the completion record so that your laboratory supervisor can retain it with their training documentation.