

EVACUATION ASSISTANT / FIRE EXTINGUISHER REFRESHER ONLINE TRAINING INSTRUCTIONS

The department of Environmental Health, Safety and Risk Management provides **Evacuation Assistant / Fire Extinguisher Refresher Training** online through Blackboard.

Instructions to complete the UTRGV Evacuation Assistant / Fire Extinguisher Refresher Training:

1. Log on to [myUTRGV](#).
2. Click on the Blackboard icon.
3. Select the organization Environmental Health, Safety and Risk Management - 2023.
 - a. If the EHSRM link does not appear, follow instructions below on "How to Self-Enroll".
4. Click on Evacuation Assistant / Fire Extinguisher Refresher Training on the left-hand side of the training page.
5. View the presentation entitled **Evacuation Assistant / Fire Extinguisher Use Training Presentation**.
6. View the video entitled **How to Use a Fire Extinguisher Training Video**.
7. Take the corresponding **Evacuation Assistant / Fire Extinguisher Refresher Exam** until you have earned an **80%** or better.

Note: Do not use a cell phone or tablet to complete this online training. Make sure you have a secure internet connection when viewing the material. Ensure that your browser (Google Chrome, Firefox, etc.) is the latest version and that your browser history has been recently cleared.

How to Self-Enroll

1. Locate the Organization Search Box on your Blackboard homepage (right-hand side of screen)
2. Type in "Environmental" (ensure spelling is correct) and press "Go"
3. Enroll in 2023 version (hover mouse cursor over **EHSRM 2023** to see drop down arrow and click on the drop down arrow and then click enroll) and then press the "submit" button

Problem Solving Suggestions:

1. Check to make sure you are using the Organization search box and not the Course search box.
2. Check to make sure that you are searching for the word "environmental" as the search engine is picky.