LABORATORY SAFETY ONLINE TRAINING
INSTRUCTIONS

The department of Environmental Health, Safety and Risk Management provides Laboratory Safety Training online through Blackboard. This 2-hour mandatory Laboratory Safety Online Training and comprehensive exam must be successfully completed prior to working with power tools, heavy machinery or chemicals in a university laboratory environment.

Instructions to complete the UTRGV Basic Laboratory Safety / Hazard Communication Training:

1. Log on to myUTRGV.
2. Click on the Blackboard icon.
3. Select the organization Environmental Health, Safety and Risk Management.
   a. If the EHSRM link does not appear, follow instructions below on “How to Self-Enroll”.
4. Click on “Laboratory Safety/Hazard Communication (Fine Arts)”.  
5. View the presentation entitled “Laboratory Safety Presentation for Jewelry/Metalworking Students and Employees”.
6. Take the corresponding Laboratory Safety Quiz for Fine Arts 2018 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

Before you can select any of the online training course offered by Environmental Health, Safety and Risk Management via Blackboard, you must first self-enroll to EHSRM.

1. Log into https://my.utrgv.edu/ and click the Blackboard icon from the Applications section.
2. Once in Blackboard, locate the “Organization Search” box in the right-hand side of the screen below “My Organizations” box.
3. In the “Organization Search” box (not the “Course Search” box), type “environmental” (check spelling as Blackboard does not recognize misspelled words) and press the “Go” button.
4. Under the Organization ID section, hover mouse cursor near EHSRM and click on the Options menu item (chevron in circle).

![Organization ID](image)

5. In the menu that opens, click “Enroll”.

![Enroll](image)

6. In the next “Self Enrollment” page, press the “Submit” button.

![Self Enrollment](image)

At this point, you will be enrolled in the course as a Participant. You will see it listed in the My Organizations area.

<table>
<thead>
<tr>
<th>My Organizations</th>
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<tbody>
<tr>
<td>Organizations where you are: Participant</td>
</tr>
<tr>
<td>Environmental Health, Safety, and Risk Management</td>
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Access EHSRM’s online training courses via Blackboard

Note: Do not use a cell phone or tablet to complete any of the online training courses. Make sure you have a secure internet connection when viewing the material. Preferred browsers are Firefox or Google Chrome.

Once you self-enrolled in the EHSRM via Blackboard, you will have access to all of their department’s online training courses.

1. Log in to your UTRGV Blackboard account from [http://my.utrgv.edu](http://my.utrgv.edu).
2. Select the organization entitled “Environmental Health, Safety and Risk Management.”
3. Click on “Laboratory Safety/Hazard Communication (Fine Arts)”.
4. View the presentation entitled “Laboratory Safety Presentation for Jewelry/Metal Working Students and Employees”.
5. Take the corresponding Laboratory Safety Quiz Fine Arts 2018 until you have earned an 80% or better.