



Office of Health and Safety

On-line Safety Training Guide (NTULearn)

Contents

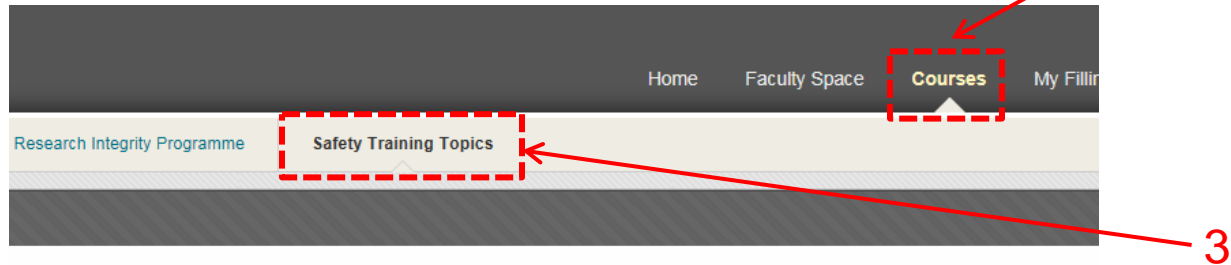


In this guide, we will show you how to take
NTULearn safety courses

Procedures



1. Log on to NTULearn.
2. Go to Courses
3. Go to Safety Training Topics.
4. Click "Enroll".



Under the Safety Training and Communication Directive, it is the responsibility of person-at-work (faculty, staff or students) to:

comply with NTU and/or his school/department/centre to comply with the legal requirements to maintain a safe workplace; and attend any training as required.

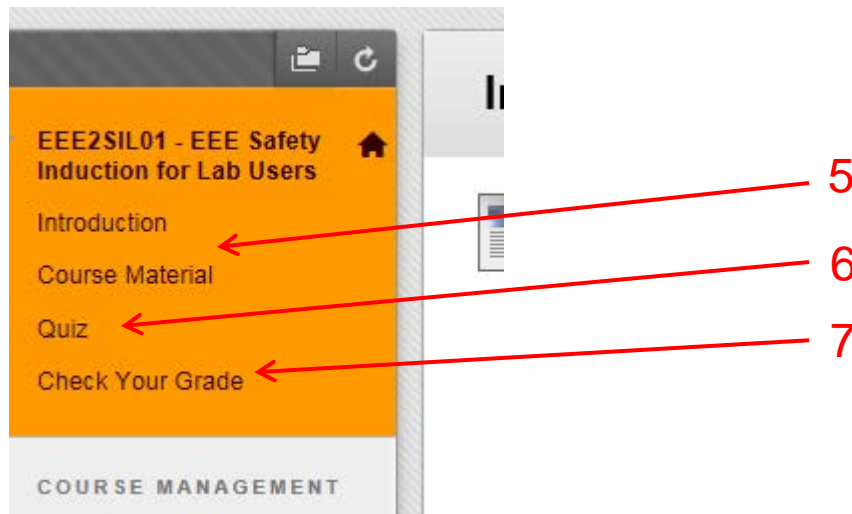
Click on the Course Title below and click "Enroll" to attend the on-line course. Please report to [OHS-Training](#) if you encounter any problem.

Course Code	Course Title	Status
SIL01	NEWRI Safety Induction for Lab Users	Coming Soon
SIL01	SBS Safety Induction for Lab Users	Enroll
SIL01	EEE Safety Induction for Lab Users	Enroll
SIL01	CEE Safety Induction for Lab Users	Enroll
SIL01	NTU Safety Induction for Office Staff	Enroll

Procedures



5. View the Introduction and the Course Material.
6. Take the quiz.
7. After you have completed and passed the quiz, click "Check your Grade" to print your grade.



Note



Your grades will be automatically transferred to STMS on the following day.

8. Choose View > My Training Records.
9. Click Process

The screenshot shows a web application interface. On the left is a navigation menu with the following items:

- Home
- Application
 - Apply Course
- View
 - Safety Officers Listing
 - My Training Records**
 - Training Summary (Own Dept)
 - E-Learning
 - E-Learning Guide
- Administration
 - OHS Access
 - Course Schedule
 - Course Replacement
 - Reset Application
 - Confirmation / Cancellation
 - Attendance Listing
 - Update/Extract Attendance List

On the right side of the interface, there is a form with the following elements:

- A note: "Note: Enter Dates in 'DD-Mon-YYYY' format"
- Labels: "Retrieve Training Records From:" and "To:"
- Input fields: "01-Jan-2012" and "22-Apr-2015"
- A "Process" button

Red annotations highlight the steps:

- A red box around "My Training Records" in the menu, with a red arrow and the number "8" pointing to it.
- A red box around the "Process" button, with a red arrow and the number "9" pointing to it.

The End