
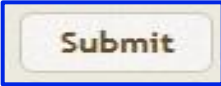


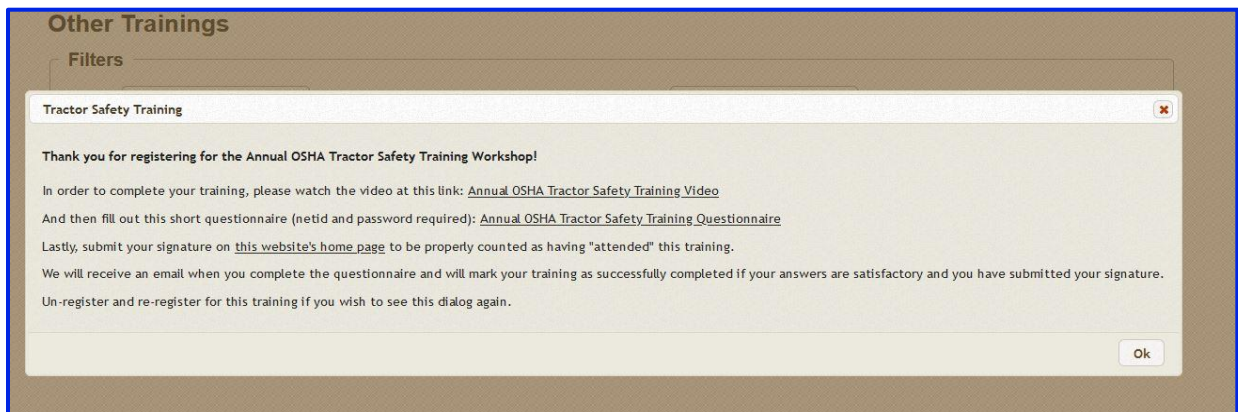
CALS Occupational and Environmental Health (OEH) On-line Training Guide

Follow these steps to complete on-line training...

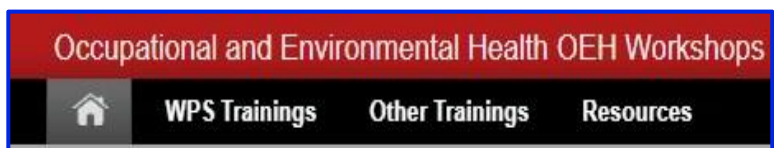
Must complete all steps to receive participation credit, thank you.

1. Register: [CALO OEH Registration Web Site Other Trainings](#)

- Follow this link: <https://oehwps.cals.cornell.edu/> then click on “Other Trainings” in top toolbar
- Log-in with Cornell two-step log-in
- Choose training and register 
- A “Registration Form” will open. If you have submitted a signature for a CALS OEH training in the past check the box “Use Signature on File to Register for this Workshop” and SUBMIT 
- When you submit you will receive an e-mail confirmation that you are registered
- A pop-up window will appear with the links to the video, Qualtrics quiz and to submit signature



- this window can stay open when completing each step (recommended) or it can be closed
- if you close the window before completing the training go to the CALS OEH Registration web site “Home” page (click on the house)






CALS Occupational and Environmental Health (OEH) On-line Training Guide

- You will see the training and in the “Resources” section there will be an “Information/Resume” tab- click on it

Information/Resume

- Your training window will open again, and you can resume where you left off. This can be repeated until you have completed the training

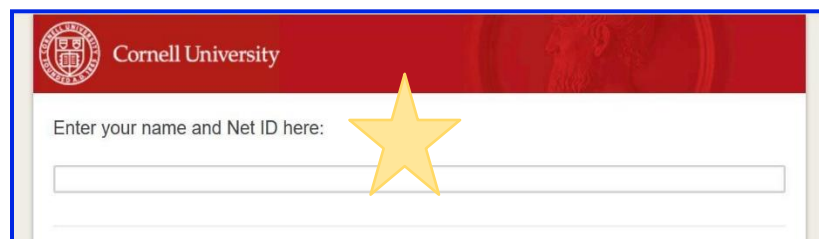
2. Watch Video:

- Start 
- Full screen- click 2 arrows 
- Closed Captions- click cc 



3. Successfully Complete Quiz:

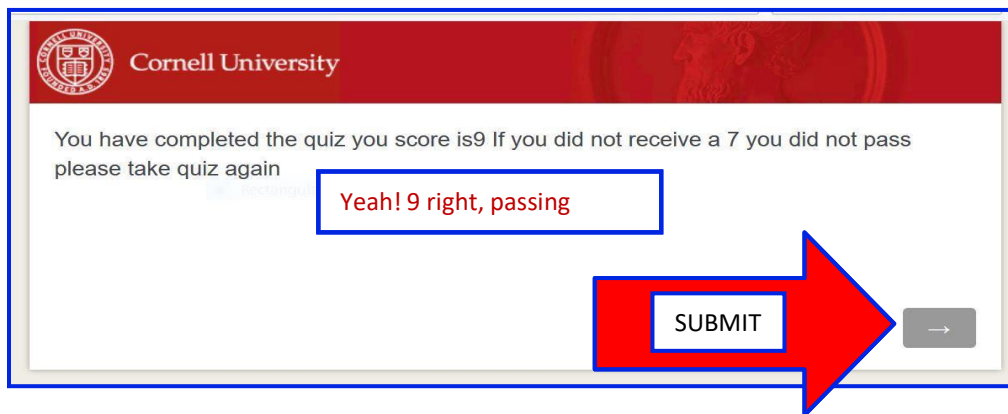
- Be sure to fill in your name and Net ID or you will not get credit for completing



- At least 7 of the 10 questions must be answered correctly to receive a passing score 😊
- Click grey box with arrow, bottom right of screen to get your score and submit

CALS Occupational and Environmental Health (OEH) On-line Training Guide

- Don't forget to submit at the end!

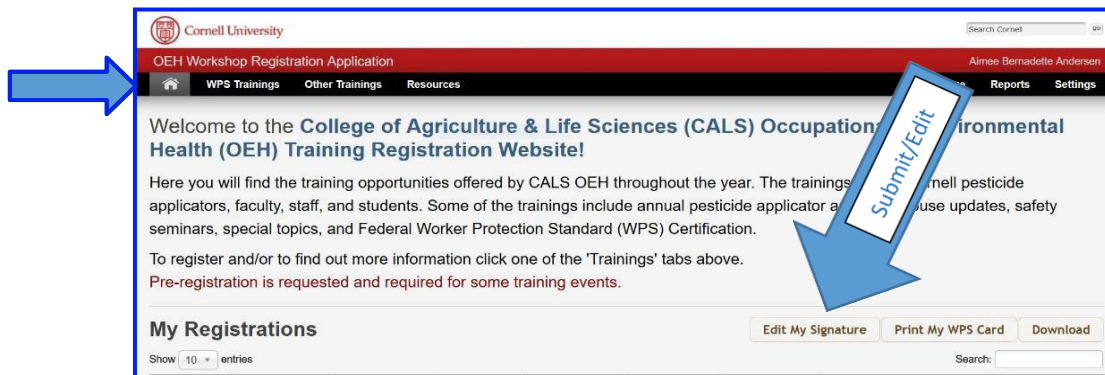


4. Submit Signature:

- Go to Home page (click little house on top left toolbar)
- Click on "Submit My Signature"
 - must be logged in with the Cornell two-step log-in to submit
 - draw your signature in the box using your mouse
 - when successfully submitted a green box appears under "My Registrations" telling you so. It won't stay long. It can also be verified when "Submit My Signature" changes to "Edit My Signature" (yes, you can edit but be sure to submit)
 - your signature then goes on the training roster

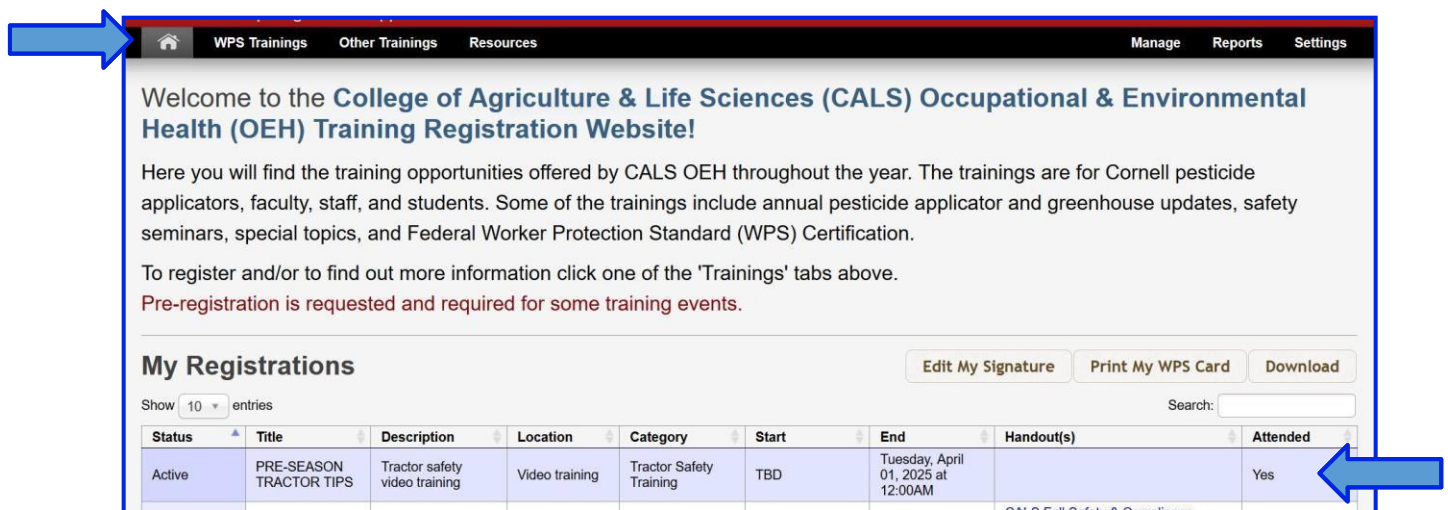


CALS Occupational and Environmental Health (OEH) On-line Training Guide



5. Verify training was completed:

- Your completed CALS OEH trainings can be viewed by:
 - logging on the [CALS OEH Registration Web Site Home page](#)
- *Give us a few days to confirm and accept your completion*



NOTES:

- Once you have completed all the steps and have confirmed your training was completed do not re-register again unless you plan to complete all parts the training again
- The “Information/Resume” tab will go away when you have been marked attended for the training

Good Job!
Thank you for completing the CALS OEH On-line Training!

