

# Welcome to Online Training with The Environmental Health and Safety Department!

## Your guide to accessing the Ancillary Safety Training on Blackboard!

To complete your Ancillary Lab Safety Training, each individual will be responsible for logging onto the EH&S Blackboard Site and going through the **Ancillary Safety** training module.

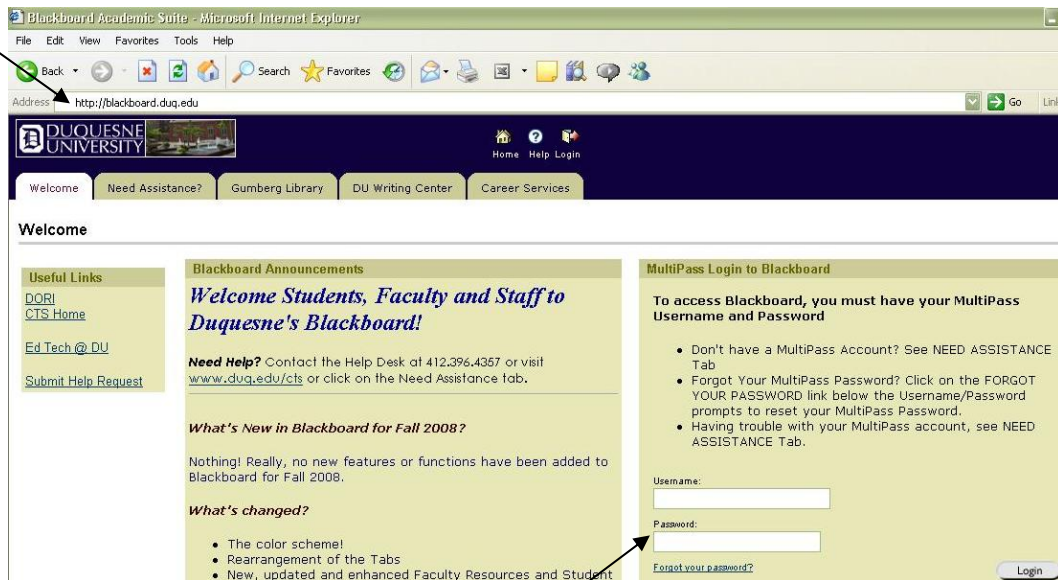
Commonly asked questions:

- Who must go through the trainings?  
Any individual that may enter into a laboratory to conduct work. This could include housekeepers, facilities management personnel and public safety police officers.
- When do I have to do the online trainings?  
You have the ability to start the trainings and stop, then go back to finish.
- Can I use any computer?  
Yes, you can use any computer in any location with internet access.

## Accessing Blackboard

To begin your **Safety Training**, open Internet Explorer.

Enter [www.blackboard.duq.edu](http://www.blackboard.duq.edu) into the address bar...

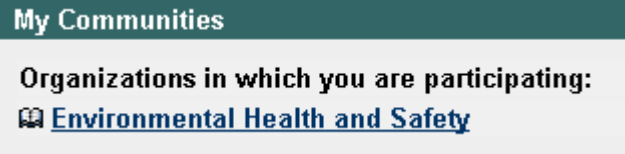


Login using your MultiPass user name and password.

If you forgot your username/password or need any assistance with logging in, contact CTS at X4357 or click on the “Forgot your Password?” link below the login.

## Accessing the Training Site

Under the “My Communities” tab, click on “Environmental Health and Safety.”



**My Communities**  
Organizations in which you are participating:  
🏠 [Environmental Health and Safety](#)

If it is your first time entering the site, visit this section first.

**Read Me First**

Click on **Training Modules** to access “Ancillary Safety Training.”

**Announcements**

**Training Modules**

For other, general lab safety information, click here.

**Lab Safety**

Click on **Documents & Links** to learn more information.

**View Grades**

**Documents & Links**

Contact us to share your questions or concerns.

**EHS Newsletter**

**Department Staff**

**Email EH&S**

## Safety Training

**Training Modules**

To begin your **Safety Training**, click on the “Training Modules” button.

Select the appropriate folder...



**Ancillary Safety Training**

### Ancillary Safety Training



#### Training Module Instructions

To complete your training...

1. Review the PowerPoint (ppt) different forms.
2. Complete the exam(s).
3. Send a confirmation email to



**Ancillary Safety Presentation**  
[Ancillary Safety ppt](#) (Package File)



**Ancillary Safety Handout**  
[Handout](#) (806.566 Kb)  
The *Ancillary Safety Handout* is an  
this guide to use during the training



**Ancillary Safety Exam**  
Please be prepared to complete the  
If you have technical difficulties and  
EH&S Coordinator via email.

1. View the slideshow; progress through the slides with your mouse or keyboard.
2. The “Handout” contains all of the information from the slideshow, in paragraph form.
3. At the end of the slideshow, complete the exam.

A red, rounded rectangular button with a textured background and the text "View Grades" in white.

Check your progress and grades by clicking on the “View Grades” button. A 70% is a passing grade for all training exams. If you do not pass with a 70%, EHS will contact you with further instructions.

### **Need Help?**

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Contact the EHS Blackboard Leader, Vanessa Fowler at X1506 or [fowlerv@duq.edu](mailto:fowlerv@duq.edu) OR contact CTS at X4357.