NOW AVAILABLE ON-LINE

Log into MOSAIC with your
http://www.mcmaster.ca/mosaic/
MacID User Name
UnivMail Password

Register for BOTH in-class sessions and on-line training quizzes

Register on MOSAIC,
Complete Quizzes on Avenue to Learn

Main Menu – Human Resources – Self-Service – Learning & Development – Request training enrolment
Click on Search By Course Name:

Enter Course Name: e.g.; Fire Safety or WHMIS Update. Click the search Button

Click on ‘View Available Sessions’

Return to Request Training Enrollment
Select your course: Notice that there is both an In-class AND On-line option. Choose the one that is required for you.

Check to see that the correct course is selected and if so, Click Continue.

Submit your Training Request: Click the Submit Button.
McMaster Health & Safety Training \textit{NEW}

Your request has been submitted.

Clicking OK takes you back to your Confirmation page listing the courses for which that you registered

The next day, log into Avenue to Learn \url{http://avenue.mcmaster.ca/} and your course will be available for you to complete. The quiz is taken right on Avenue to Learn.

“To complete the course, follow the instructions and answer all questions. All on-line power point presentations and videos are on EOHSS web site: \url{http://cll.mcmaster.ca/ehss/}”

When completing the quiz you must save all responses and submit. It will be marked immediately and if you did not pass, you will see which responses were incorrect; you must answer all responses correctly to pass.

You must inform your supervisor and the Health & Safety Representative in Biology (Karen Haines, ext. 23558 hainesk@mcmaster.ca) that you have completed your Safety Course. Successful completion of your courses will be available on Mosaic, and is required to work in any Biology Laboratory (see the department summary of required safety courses for your lab).

You may be required to log into Mosaic and print a copy of your safety training prior to working in your area.

Follow: Main Menu – Human Resources – Learning & Development – Training summary

If you have any questions, do not hesitate to ask. Karen Haines, ext. 23558 hainesk@mcmaster.ca