

Adding the record of completion of Chemistry Lab notebook training to 'My Health and Safety Training Record'

Follow the information below when adding the session to your online [health and safety training record](#):

- 1) Navigate to the tab titled 'College and External Health and Safety Training Courses'.
- 2) Click on 'Add other training records (College safety courses, external courses etc)'
- 3) The online form below will open – complete details as required:

The image shows a web form titled "College or External Health & Safety Training Record". The form contains several input fields and a submit button. Red arrows point from text boxes to specific parts of the form, providing instructions on how to fill them out.

College or External Health & Safety Training Record	
Trainee Name	<input type="text"/>
PI/Manager	<input type="text"/>
Faculty:	<input type="text"/>
Department:	<input type="text"/>
Date attended	<input type="text"/>
Course Title	<input type="text"/>
Provider/Trainer	Select...
Attachments	<input type="button" value="Click here to attach a file"/>
<input type="button" value="Submit"/>	

Find your details via the address book

Find your research group PI or managers name via the address book

Select your Faculty from the drop down list

Select your Dept. from the drop down list

Add the date you attended the session.

Select 'Submit'

Select 'Faculty Safety Team'.

Enter 'Chemistry lab notebook session'