

## 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 screenshot shows a web-based form titled 'College or External Health & Safety Training Record'. The form fields are as follows:

- Trainee Name: A text input field with a small icon and a red asterisk.
- PI/Manager: A text input field with a small icon and a red asterisk.
- Faculty: A dropdown menu with a red arrow pointing to it.
- Department: A dropdown menu with a red arrow pointing to it.
- Date attended: A date picker input field with a red asterisk.
- Course Title: A text input field with a red asterisk.
- Provider/Trainer: A dropdown menu labeled 'Select...'.
- Attachments: A button labeled 'Click here to attach a file'.
- Submit: A large grey 'Submit' button at the bottom.

Callout boxes with red arrows provide instructions for each field:

- 'Find your details via the address book' points to the Trainee Name and PI/Manager fields.
- 'Find your research group PI or managers name via the address book' points to the PI/Manager field.
- 'Select your Faculty from the drop down list' points to the Faculty dropdown.
- 'Select your Dept. from the drop down list' points to the Department dropdown.
- 'Add the date you attended the session.' points to the Date attended field.
- 'Select 'Faculty Safety Team'.' points to the Provider/Trainer dropdown.
- 'Enter 'Chemistry lab notebook session'' points to the Course Title field.
- 'Select 'Submit'' points to the large Submit button.