

Registration Instructions for “Chemical Hygiene Training for Lab Safety Contacts”

1. Go to <http://work.duke.edu/> and login using your NetID and password.
2. Under MyCareer, click on the link for MyLearning.

The screenshot shows the Duke@WORK portal home page. The navigation bar includes links for MyInfo, Universal Worklist, Home, MyProfile, MyBenefits, MyTime, MyPay, MyExpenses, MyTeam, MyCareer, and Personalization. The main content area is divided into several sections:

- MyProfile**: View and edit your home address, interoffice and external mailing addresses, personal information in the HR/Payroll system, family members and dependents, Duke Flex Account, Duke directory listing and settings, and payroll representative. Includes a link to "Maintain Cell Phones for Emergency Text Messaging".
- MyTime**: Enter your current period timecard, view historical timecards, and access the Time and Attendance system for DUHS & select University Employees.
- MyCareer**: Search for jobs at Duke, access links to professional development resources, and DUHS Performance Management. Includes a "Quick Link" to "Performance Reviews" and "MyLearning" (circled in red).
- Travel and Expenses**: View Travel Expense Reports, create Travel Expense Reports, and create Non-Travel Expense Reports.
- MyPay**: View your pay statement, view and edit your pay information, and view your pay history. Includes a "Quick Link" to "Pay Statement" and "Employee W-2".
- My Benefits**: Review your benefits and access links.
- MyTeam**: View and edit your team information and access the team page. Includes a "Quick Link" to "Approve Current Team".

3. In the Catalog Search box, type the word “Chemical” and click the Search button.

The screenshot shows the Duke Learning Management System (LMS) interface. The top navigation bar includes links for My Learning Calendar, My Preferences, Help, and Log Out. The main content area is divided into several sections:

- Announcements**: Welcome to the Duke Learning Management System (LMS). For instructions on how to register and complete a web based training module click the following link: [LMS Instructions](#). WAVE 4: Maestro Care Training and Registration. Your manager/supervisor will handle your training registration via the Maestro Care registration team. As you are registered for each class in the Duke Learning Management System (LMS) you will receive an email notification. Please access the link below for details on managing your classroom and online training. [WAVE 4 Maestro Care Training Info](#). For general FAQs & additional Maestro Care Training information select the Contact Us tab above.
- In-Progress Learning Activities**: Sort By Registration Date. A table lists activities:

| Name | Registration Date | Actions |
|-----------------------|-------------------|---------|
| DHCH Workplace Safety | 12/26/2012 | Launch |

- Catalog Search**: A search box containing the text "chemical" and a "Search" button (circled in red). Below the search box are filters for "Starting" (In Next Six Months) and "Locations" (Any Location). There is also a "Browse: Category" dropdown and an "Advanced Search" link.
- Navigation Links**: View My In Progress Learning, Search The Catalog, and View Completed Learning.

- Click "Register" (in blue) for the class date that works best for you.

Duke Learning Management System

Home My Learning Contact Us

In-Progress Learning

Catalog Search

Advanced Search | Search Tips | Search Preferences

Learning Catalog: chemical Search

Show exact matches only

Starting: In Next Six Months Locations: Any Location

Showing 1 out of 1 results for "chemical"

Sort by: Relevance 25 results per page

Chemical Hygiene Class for Lab Contacts (00018006)

Objectives: Presented by the Occupational & Environmental Safety Office. OESO will make lab safety contacts aware of chemical hygiene resources created to help labs comply with OSHA's standard on ...

Offered As: Instructor-Led

Start Date: 05/22/2013 End Date: 05/22/2013

Sessions: Wed (2P-3:15P) Location: Medical Center Library Room 104, Computer Lab

Language: English

Duration: 01:15 Seat Count: 8

[Register](#) | [Add to Favorites](#)

Refine/Expand search results

- Resource Type: Learning Catalog
- Delivery Types: Any
- Locations: Any
- Start Date: In Next Six Months
- Categories: Any
- Competencies: Any
- Languages: Any
- Hide courses not currently offered

- Click the grey "Register" button once you have selected the class date that you prefer.

Duke Learning Management System

Home My Learning Contact Us

In-Progress Learning

Chemical Hygiene Class for Lab Contacts (00018006)

TIP: To view the room name for classroom training click the Learning Assignments tab below. Then click the Sessions link

[Register](#) [Back](#)

[Go to In-Progress Learning](#)
[Back to Search Results](#)

Delivery Type: Instructor-Led

Description: Objectives: Presented by the Occupational & Environmental Safety Office. OESO will make lab safety contacts aware of chemical hygiene resources created to help labs comply with OSHA's standard on Hazardous Chemicals in Laboratories. During the training, lab safety contacts will be invited to provide feedback on OESO's chemical safety resources. Additional class sessions will be posted periodically. Please call Heather Bazemore at 681-9468 with any questions.

Requirement: Lab safety contacts designated as the Chemical Hygiene Officer will be required to complete this 1-hour interactive training session on chemical hygiene.

Main Learning Assignments Associated Learning

Scheduling Information

| | |
|------------|---|
| Start Date | 05/22/2013 |
| End Date | 05/22/2013 |
| Session | Wed (2P-3:15P) |
| Location | Medical Center Library Room 104, Computer Lab |
| Duration | 01:15 |
| Language | English |
| Instructor | |
| Name | HEATHER BAZEMORE |

[Export](#)

6. Enter your information and follow the steps provided for registration.

If you have questions about registration, please contact the OESO Laboratory Safety Division at 919-684-8822 or email labsafety@dm.duke.edu.

You can also refer to the User Guide for Duke's Learning Management System:

<http://www.hr.duke.edu/training/location/lms/userguide.pdf>.