How to Log into On-line Training and Access Employee Training Requirements and History

Various safety and compliance trainings can be completed on OESO's Web site: www.safety.duke.edu. From this home page, you can click on the "Applications" at the top right, and then the "On-line Training" link. You will be prompted to enter your Duke NetID and password in order to log in (if you don't know your Duke NetID and/or password, you can call 919.684.2200 (OIT Help Desk) or 919.684.2243 (DHTS Help Desk)).

A welcome page will come up, with your name and your assigned training. For all of the training that is available on-line (it will be noted as "available online"), you can click on the course link to access this course. When you go through the course and pass the quiz at the end, your training record will automatically be updated. If you want, you can print the "Congratulations! You passed the quiz for…." page to keep this documentation in your file. This is the case for any course you complete, even if the course is not a requirement for you (you can see the entire list of courses by clicking the "Courses Available On-line" link (available above the listed training and also to the left side of the screen)).

You can also print out a certificate of completion for each course you have taken. You will see a "view certificate" button next to each training date. Clicking this button will bring up a pdf certificate.

The date listed by each course is the date the training is next due.

To the left of the screen is the link "Completed Training". By clicking on this link, you can see all the recorded training you've taken, including the date the training was taken. This can be printed out as documentation.

How to check another employee's training

To the top left of the screen is another link – "Check Employee Training". When you click on this link, you will be prompted to enter an employee's Duke Unique ID (note – this is different from the NetID – the Unique ID can be found on the back of an employee's ID badge). Doing so will bring up the required training and due dates for the employee (it will look the same as when you logged in, except this particular employee's name will be listed where your name was). From here, you can also check the employee's training history by clicking on the "Completed Training" link to the left.