How do I register for safety training?

Safety training offered by Environmental Health & Safety is FREE for the McGill Community. Registration is mandatory. To register for safety training, follow these simple steps:

**To register**

1. Go to www.mcgill.ca/ehs/training/
2. Select the safety course you are interested in taking
3. Select **Register On-Line**
4. **Sign In** (upper left corner of the website)
   - You will be prompted to enter your McGill ID and Minerva PIN. To obtain or confirm your ID and PIN, contact the IST Help Desk at 398-3398 or customersupport.ist@mcgill.ca.
5. Scroll down to the section EHS - Environmental Health & Safety module
6. Select the course that you wish to register for
7. Select **Register** beside your preferred course date
8. Next to the Registrant heading, Click on the **Find** button. A new window will open. Enter your last name and Click on the **Find** button.
9. Select **Add**. Your name should appear in the Registrant box. No FOAPAL Number is required.
10. Send Emails? Select **Yes**
    - An automated confirmation e-mail will be sent. Student should note that the e-mail will be sent to their @mail.mcgill.ca e-mail address.
11. Click the **Submit** button to complete the registration.
    - Please take note of the cancellation policy before registering.

**To cancel your registration**

1. Follow Steps 1 through 4 To Register
2. Select **Registration** from the left sidebar menu
3. Select **Click to cancel** beside the course you wish to cancel

**To view the status of your current and previous registration**

1. Follow Steps 1 through 4 To Register
2. Select **Registration** from the left sidebar menu

Questions? Problems? Contact Environmental Health & Safety

**ehs@mcgill.ca**