



Login

1. Set up a [McGill Virtual Private Network \(VPN\)](#) connection.
2. Go to the EHS Training Registration website: <https://www.mcgill.ca/ehs-registration> and sign in with your McGill username & password.

Overview of the EHS Training Registration homepage

The screenshot shows the EHS Training Registration homepage. On the left, a sidebar contains 'Traine Information' with fields for 'First Name' (Bounmy) and 'Last Name' (Thammavong), and a radio button for 'I am, Bounmy Thammavong'. The main area is titled 'Upcoming Training Sessions' and contains a table of courses. Callouts are as follows: 1 points to the 'Training Records' button; 2 points to the 'Upcoming Training Sessions' header; 'a' points to the expandable course categories; 'b' points to the 'Date' column; 'c' points to the 'Start Time' and 'End Time' columns; 'd' points to the 'Session Location' column; and 'e' points to the 'Status' column.

	Date	Start Time	End Time	Session Location	Status
<input type="checkbox"/> CNESST First Aid in the Workplace <input type="button" value="Register"/>	07/20/2020	09:00:00 AM	05:00:00 PM	3610 McTavish, room 430	11 Spaces Open.
<input type="checkbox"/> Radiation Refresher Safety Course <input type="button" value="Register"/> <input type="button" value="Register"/>	07/20/2020	09:00:00 AM	12:00:00 PM	Burnside Hall Building (Rm 101)	Full. 1 on Wait List
<input type="checkbox"/> Sample Training Session <input type="button" value="Register"/>	07/27/2020	08:00:00 AM	11:00:00 AM		1 Spaces Open.
<input type="checkbox"/> Sample Training Session <input type="button" value="Register"/>	07/26/2020	08:00:00 AM	09:00:00 AM		19 Spaces Open.

1. **Training Information:** you will be able to see your Training Records.
2. **Upcoming Training Sessions:**
 - a. **Course list:** allows you to view the general course category. Click on the arrow to expand the course scheduled sessions under that course category.

	Date	Start Time	End Time
<input checked="" type="checkbox"/> CNESST First Aid in the Workplace <input type="button" value="Register"/>	07/20/2020	09:00:00 AM	05:00:00 PM

- b. **Date:** indicates the date of the course.
- c. **Start Time and End Time:** displays the course start and end times.
- d. **Session location:** shows you where the course will take place.
- e. **Status:** indicates whether the course is full or not. You can still register for a course if it is full, but you will be put on a waitlist.

How to register and cancel a course?

Register for a course

1. From the homepage, view the upcoming EHS training courses offered.
2. Click **Register** for the course you would like to attend.
3. Click **Confirm** to accept the registration confirmation message.

Cancel a course

1. From the homepage, you will be able to see the courses you have registered for.
2. Click **Un-Register** for the course you would like to cancel.
3. Click **Confirm** to accept the cancel confirmation message.

FAQ

How do I view my test results?

From the homepage, click **Training Records** on the left side. The training records will display. Scroll to the course and view test result from the Score column.

Need help?

- Questions about the EHS registration system: email ehs@mcgill.ca.
- Problems signing in with your McGill username and password: contact [IT Service Desk](#).