

Bloodborne Pathogens/BMW “Train the Trainer” Resource Guide

Training

Accessing myTraining:

- Direct link at: <http://mytraining.hr.ufl.edu/>
- Navigation through myUfl:
My.ufl.edu>Main menu>My Self Service> Training & Development>myTraining
- Link included in e-mail for assigned users.

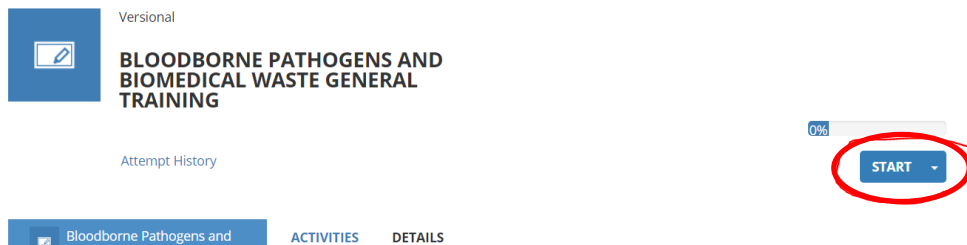
1. Online – preferred and most accurate completion records.

Accessing Course

- i. Assigned training in myTraining
 1. Click the link sent in e-mail:



2. If prompted, log into myTraining system using GatorLink credentials
3. Click Start located on the right hand side:



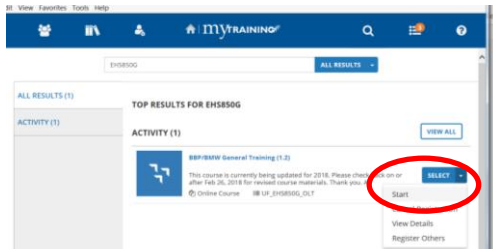
- ii. For new employees or those “not-assigned”

1. Inform user of appropriate course: General, Clinical, or Dental
2. User search: enter course code in myTraining activity search field:
EHS850G for the General
EHS850C for the Clinical
EHS850D for the Dental
Click search tool (magnifying glass) or press enter on the keyboard



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3. Click “Start” from the “Select” drop down menu



2. Instructor Led Live Session

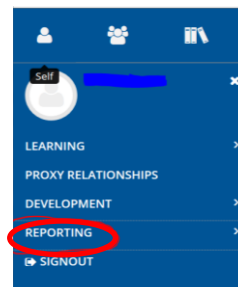
- a. Used by only departments with special audiences, (i.e.: ACS, PPD, etc.)
- b. Email bsu@ehs.ufl.edu a brief explanation of why it is necessary for your department. Send date, time and location of training in order to create a registration link in myTraining.
- c. The myTraining registration link will be e-mailed to BBP Coordinator.
- d. The BBP coordinator forwards link to all required attendees or enrolls users.
- e. Attendees pre-register in myTraining through link provided. (Specific sessions will not be available through myTraining search function). Pre-registration available until day of class.
- f. Roster provided to BBP Coordinator on morning of class via e-mail.
- g. BBP coordinator prints roster and ensures all attendees “sign-in”. Credit for completion awarded only if signature is on roster.
- h. Signed roster returned to BSO electronically. (Scanned and e-mailed .pdf file is acceptable).

myTraining Reports

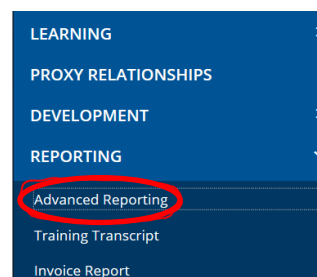
1. Click “Self” icon from the home screen



2. Click on “Reporting”

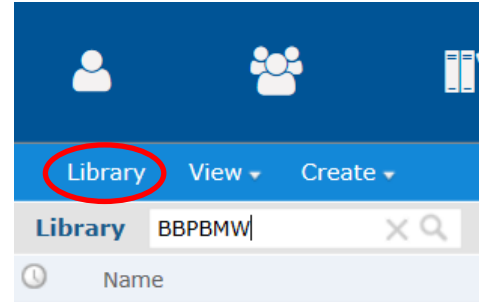


3. Click Advanced Reporting.

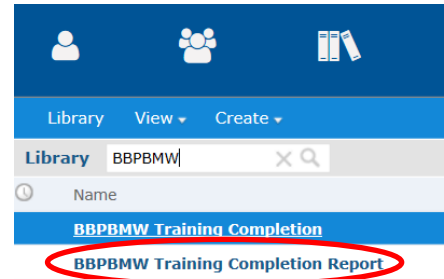


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4. Click “Library” and type “BBPBMW” in search field. Click search tool.



5. Select “BBPBMW Training Completion Report”



6. “Input Control” will pop-up before report runs.

Defaults are set as follows:

Attempt End Date: Jan. 1, 2017

Status: Completed

Activity Code: EHS850

*Add “G” after course code to search specifically for BBP General (UF_EHS850G), accordingly use “C” for Clinical, and “D” for Dental.
Note: If letter is used, system will not report on employees who may have taken wrong BBP training.*

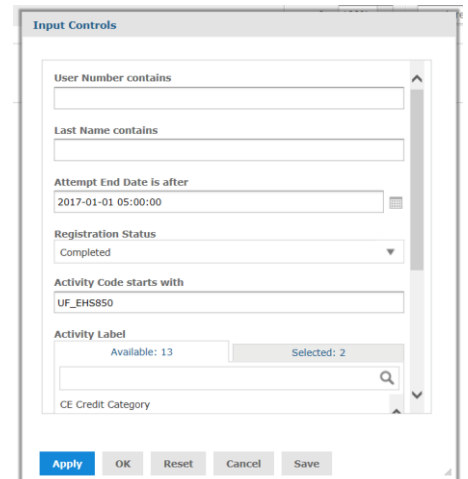
User Number Contains: Empty

returns all users in your department

Last Name Contains: Empty

returns all users in your department.

Please leave the Activity Label as set. The parameter has been added to reduce multiple returns for a singular user.



7. Click “OK” to run report

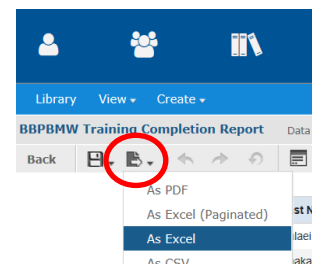
If any changes are made to the input controls, click “apply” before “OK”.

8. Click the “Export Icon” drop down menu to **export** report if needed

Export - Do not save!

Saving will overwrite the default parameters

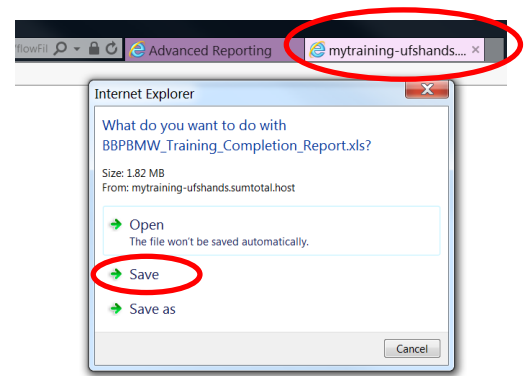
Select “As Excel” file.



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9. Click on second tab to access report.

Tab color may vary.

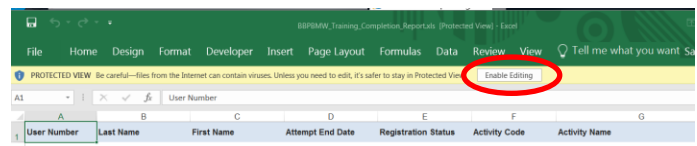


10. Click “Save”.

11. When prompted, click open.



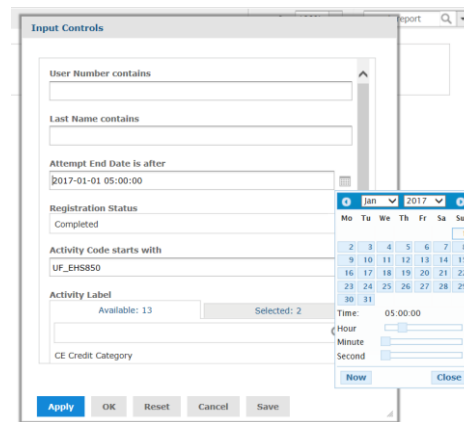
12. Click “Enable Editing” after Excel file opens and save file locally.



Adjusting Input Control Options:

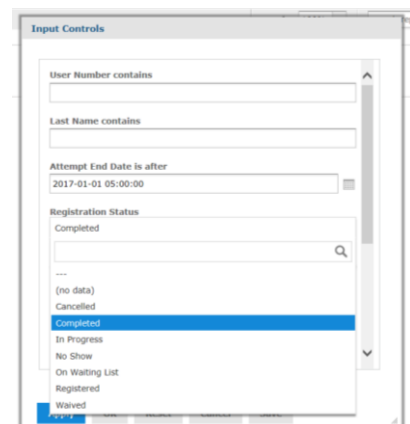
To edit date:

1. Click on calendar icon.
2. Select date
3. Click Done
4. Make additional changes or click apply
5. Click OK to run report



To edit status:

1. Click on search tool
2. Select from drop down menu: In progress, Cancelled, etc.
3. Make additional changes or click apply
4. Click OK to run report



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To search for **individual user**:

1. Enter **either** UFID **or** Last Name
2. Click apply
3. Click OK to run report



BBP Training Coordinator (BBPTC) Security Roles & Access

Contact your Department Security Administrator (DSA) to request or confirm that:

a. You have the correct roles in myTraining:

- at a minimum the “Reporter role”: [UF_N_EL_REPORTER](#)
- if you have “UF_N_EL_PROXY” it does **not** need to be changed to REPORTER
- When requesting this role, the DSA must also enter UF, UFHS or Global for the Authority Area. You may only have 1 security role in per authority area (UF or Global)

Click [here](#) for more details.

b. [DeptID setup for myUFL HRMS](#) is set up correctly. This setting provides the BBPTC department “visibility”.

- Enter the highest needed level Dept ID(s) as this access uses the department tree.
- This access may already have been set up for tasks other than training reports.

You can check your own security roles with the following navigation in myUFL:

Main Menu>My Account>My Roles

Visit <http://www.ehs.ufl.edu/training/> for additional information.

Non-Employee Departmental Affiliations

1. **All** non-employees need to have a Departmental Associate Affiliation for Identity Access management. This will be in addition to the default department relationship already established.

2. Contact your **Department Identity Coordinator** to request or confirm that non-employed individuals have the correct affiliation to your department.

- Affiliate non-employed individuals with the coordinating department through Identity Access Management ([How do I create a relationship to the Identity Registry?](#))
- Department Affiliation: Departmental Associate
- Department ID to relate: 8-digit Department Code for coordinating department
- Relationship End Date: Date the department coordination is no longer required
- For students, this will be in addition to the default relationship with Registrar’s Office
- For Visiting Scholars, this may be the only affiliation with a department
- For volunteers, this relationship may be in addition to another department affiliation already established.

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BBPTC Responsibilities:

1. Identify users who need training;
2. Provide users who have not been assigned training with correct code to search for in myTraining. Please reference [Training Options>Online>Accessing course>New employees](#);
3. Check compliance using the “BBPBMW” Report in myTraining;
4. Remind users to complete training if they have not done so;
5. Ensure personnel are receiving site specific information in addition to training provided on myTraining;
6. Ensure new personnel send completed TNV forms to the BioSafety Office at bs@ehs.ufl.edu;
7. Remain as the contact person to address concerns expressed on returned Sharps Injury Log sheets.

For more information

Visit [Bloodborne Pathogen Program Information](#).

Questions concerning BBP program, contact the BSO office directly via email at: bs@ehs.ufl.edu.

Questions concerning myTraining course access and reporting contact:

EH&S Education/Training coordinator at (352) 273-2169.