

Bloodborne Pathogens/BMW “Train the Trainer” Resource Guide

Training Options

Accessing myTraining: Two ways to access myTraining system:

- Direct link at: <http://mytraining.hr.ufl.edu/>
- Navigation through myUfl:

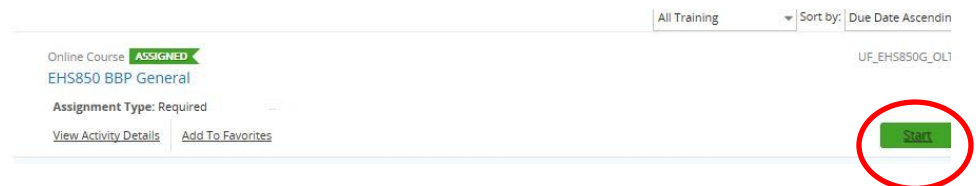
My.ufl.edu>Main menu>My Self Service> Training & Development>myTraining Enrollment

1. Online – preferred and most accurate completion records.

a. Accessing Course:

- i. Assigned training.

Click Start:



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

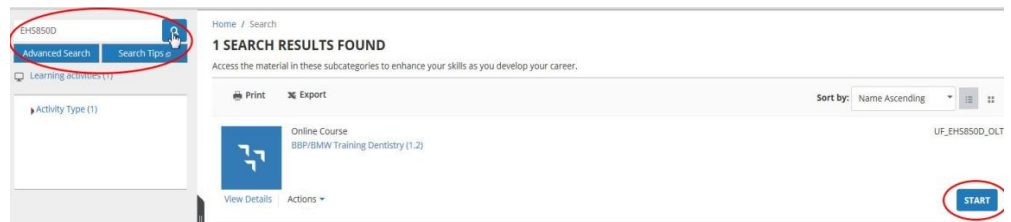
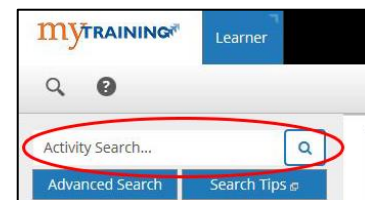
1. Inform user of appropriate course: General, Clinical, or Dental
2. User search: enter course code in myTraining activity search field:

EHS850G for the General

EHS850C for the Clinical

EHS850D for the Dental

3. Click search tool. (Magnifying glass)
4. Click Start:



2. Instructor Led Live Session

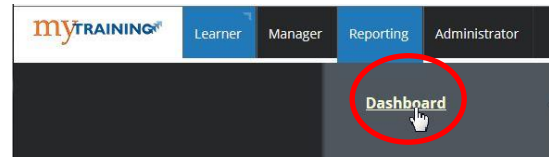
- a. Used by departments with special audiences, (i.e.: ACS, PPD, etc.)
- b. Email bs0@ehs.ufl.edu a brief explanation of why it is necessary for your department.
- c. If approved, myTraining registration link will be e-mail to BBP Coordinator.
- d. BBP coordinator forwards link to all required attendees.
- e. Attendees pre-register in myTraining through link provided. (Specific session will not be available through myTraining search function). Pre-registration available until day of class.
- f. Roster provided to Training Coordinator on morning of class via e-mail.
- g. Training 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, either electronically or hard copy. (Scanned and e-mailed .pdf file is acceptable).

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3. myTraining Reports

1. “Hover” over Reporting tab until “dashboard” appears.

Click Dashboard.

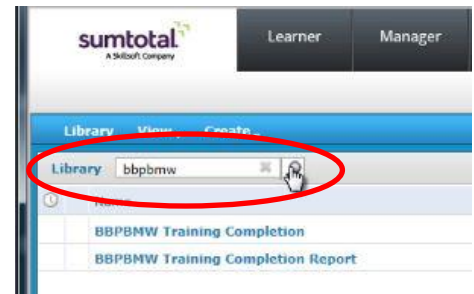


2. Click Library.



3. Type “BBPBMW” in search field and click search tool.

(Magnifying glass)



4. Select “BBPBMW Training Completion Report”



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

Defaults are set as follows:

Attempt End Date: Jan. 1, 2016

Status: Completed

Activity Code: EHS850

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.

6. Click OK to run report

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.
3. Make additional changes or click apply
4. Click OK to run report

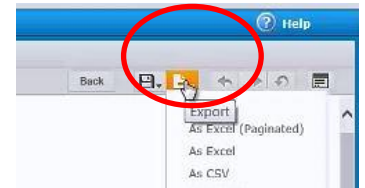
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To search for **individual user**:

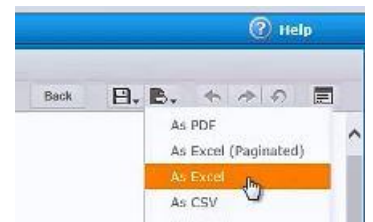
1. Enter **either** UFID **or** Last Name
2. Click apply
3. Click OK to run report



10. **Export** report if needed

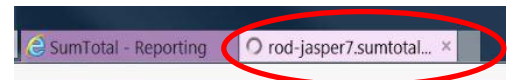


11. Export as .pdf/excel file then save locally.



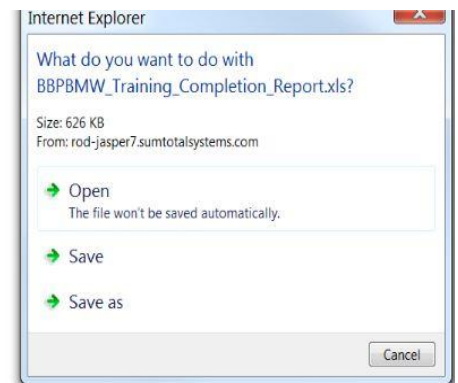
12. Click on second tab to access pop-up window shown below.

Tab color may vary. May need to minimize browser window to see pop-up.



13. Open and save file locally with pop-up window.

(Do not save from within Report Tab)



14. Save file locally.

User Number	Last Name	First Name	Attempt End Date	Registration Status	Activity Code	Activity Name
1						
2	12345678	ZYXWVU	ABCDE	Sep 7, 2016	Completed	UF_EHS850C_OLT BBB/BMW Clinical Training (1.2)

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BBP Training Coordinator (BBPTC) Security Roles & Access

1. Must have at a minimum the “Reporter role”: [UF N EL REPORTER](#)
2. Contact your Department Security Administrator (DSA) to request or confirm that:
 - a. You have the correct roles. You may only have 1 security role in per authority area (UF or Global in myTraining):
 - 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. Click [here](#) for more details.
 - b. [DeptID setup for myUFL HRMS](#) that designates which department the BBPTC will coordinate is set up correctly.
 - 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 as described above
in: 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. Provide TNV forms to new personnel and send completed TNV forms to the BioSafety Office at bs@ehs.ufl.edu;
6. Remain as the contact person to address concerns expressed on returned Sharps Injury Log sheets.

For more information

Visit [Bloodborne Pathogen Program Information](#).

Or contact the BSO office directly via email at: bs@ehs.ufl.edu