

## Online Training Instructions

The screenshot shows the 'mycourselink' interface for the 'New Hire Orientation Package' course. The top navigation bar includes 'mycourselink', 'Accessibility and Hea...', and 'Health and Safety Training Human Resources'. The main content area is titled 'New Hire Orientation Package' and includes a search bar, a 'Print' button, and a progress indicator showing '0% 0 of 4 topics complete'. The 'Table of Contents' on the left lists various topics, with 'New Hire Orientation Package' highlighted. The main content area contains a 'Checklist Dropbox' section with the instruction 'Upload your completed checklists here.' and a 'Laboratory Personnel - Orientation Package and Checklists' section with the instruction 'In order to fill out orientation packages electronically, please right click on Lab Orientation Checklists and select "Save Link As". You will be able to fill out the checklists, sign electronically, save and upload the digital copy to your Checklist Dropbox.' The 'Checklist Dropbox' section includes two links: 'Lab Orientation Checklists' and 'Lab Orientation Package'. Three numbered callouts (1, 2, 3) are overlaid on the image: 1 points to the 'Lab Orientation Package' link, 2 points to the 'Lab Orientation Checklists' link, and 3 points to the 'Checklist Dropbox' section.

1. Read the pdf “Lab Orientation” Package.
2. Download the “Lab Orientation Checklists,” this allows you to fill out the form electronically with your supervisor and save it as a pdf.
3. Upload your completed checklists to the “Checklist Dropbox”

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Search Topics

**AODA - Accessibility** Print

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New Hire Orientation Package

**AODA - Accessibility 174**

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Part 2 - Accessibility Training 3

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Health and Safety Awareness 3

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Transportation of Dangerous Goods (TDG) 4

**1**

Part One Accessibility. You must complete the accessible OR the interactive version. You do not have to complete both. A certificate will not be produced.

Part Two Accessibility. This portion is completed on an external website. After completion, you must download and complete the certificate as you record of completion. This certificate must be uploaded to your assignment dropbox within D2L. The certificate will not be saved unless uploaded.

Download | Send to Binder | Expand All | Collapse All

0 % 0 of 174 topics complete

Part 1 - Accessibility Interactive Version

Overview

Module 1

Module 2

Module 3

Part 1 - Accessibility - Accessible Version

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Part 2 - Accessibility Training

**4**

Accessibility Certificate Dropbox

**2**

Accessibility Part 2

**3**

Certificate-of-Training-Accessibility-Standards

1. Complete "Part 1 Accessibility" either the Interactive Version OR the Accessible Version. You will not receive a certificate.
2. Complete "Part 2 – Accessibility Training"
3. Download and complete the Certificate of Training
4. Upload completed certificate to "Accessibility Certificate Dropbox."

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### Health and Safety Awareness

You will only need to complete one module, please read below to ensure you select the correct one.

Please complete the Worker Health and Safety Awareness module if you are:

- an employee that does not supervise other workers or students, or
- a graduate student, or
- a thesis student, or
- a volunteer.

Please complete the Supervisor Health and Safety Awareness module if you are:

- a manager, or
- a faculty member supervising graduate students, or
- an employee that supervises other workers (e.g. lead hand).

Please save as pdf the certificate that is produced at the end of the elearning module and upload to the assignment/dropbox section in D2L. This module is completed on an external website and your certificate will not be saved until you upload it.

0% 0 of 3 topics complete

- 4 Health & Safety Awareness Certificate  
Upload your Health and Safety Awareness Certificate here.
- 2 Worker Health and Safety Awareness
- Supervisor Health and Safety Awareness

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1. Enable pop-ups, this will allow the certificate of completion to be generated.
2. Complete either the Worker or Supervisor Health & Safety Awareness Training. The program will generate a certificate in a pop-up window.
3. Save a copy of the certificate as a pdf.
4. Upload the pdf to Health & Safety Awareness Certificate Dropbox.