

Accessing the Learning Management System

Safety Management System (SMS) Powered by Salute Safety

Introduction

What is the Learning Management System

EH&S's new Learning Management System ("LMS") is a component of, and integrated with, our new Safety Management System ("SMS"). The LMS will host all EH&S training that was previously offered through Blackboard.

The LMS will offer new capabilities for training compliance monitoring and scheduling, including the ability for end users to sign up for live training courses (as applicable), allow supervisors to monitor their staff's compliance with training requirements, and provide for automated notifications when recurring training is coming due. For laboratories, once they have completed the mandatory registration, the LMS will automatically enroll lab staff into the appropriate courses and send them direct links to log into the system to complete their training.

This guide provides an overview of logging into the Safety Management System (SMS) and accessing the Learning Management System (LMS) through the Salute portal and how to access the LMS directly through the website URL. This guide will act as a resource on how to navigate the LMS how to register for a course and the course completion process.

Who can Access the Learning Management System

All students, faculty and staff with an active NetID have access to the Safety Management System and the Learning Management System. All Students, Faculty and Staff will be referred to as Users, throughout this guide. There are two ways of logging into the Learning Management System and accessing the training courses provided by the Department of Environmental Health and Safety.

Accessing the LMS through the Safety Management System

Step 1 Entering Your Login Cr	edentials
To Access the system, go to ehs.stonybrook.edu/resources/s and click on the "Access Salute Portal" link on the SMS page.	ns
Enter your Stony Brook University email address. For example: <i>first.last@stonybrook.edu</i> *	Email
After entering an email address, c the Next button or press the Enter/Return key.	CK
You will be redirected to the Ston Brook Single Sign-on page.	

All users from East and West campus should use @stonybrook.edu email to access the system. <u>The system does not use other domains to log into the system.</u>



Step 2	Signing in with NetID and Pas	sword
email address,	successfully entered your you will be redirected to the ngle-Sign-on webpage to rith Duo SSO.	* Stony Brook University
You should use sign on.	your NetID and password to	NetID Single Sign On Login to Required attributes Please enter your NetID and NetID Password
Password, visi	now your NetID or t: swords.stonybrook.edu	Username Password Don't Remember Login Protected by Duo Security Two-Step Login
Tool" – you will	age, click the "Goto Reset I need your SBUID (9-digit ID) ods to authenticate your	Login Forgot Your NetID or NetID Password? By logging in you agree to abide by the Stony Brook University IT Policies and Terms of Service.
Click Here to vi on how to find	iew this DolT Training video your NetID	

Step 3	Access to the Learning Management System through the Salute Portal		
and passw the " Salut From this s "Safety Tr side naviga This will th	have signed in using your NetID ord, you should be redirected to e Portal". section, click on the highlighted ainings" icon on the left-hand ation menu. en take you to the "Safety page within the Salute portal	Stony Brook University Powered by 🕞 SAUTE Image: Dashboard Image: Dashboard<	Dashboard Oracle Oracle Dashboard Oracle Oracle Dashboard Oracle Dashboard Oracle Dashboard Oracle Dashboard Oracle Dashboard Oracle Oracle Dashboard Oracle Dashboard Oracle Oracle Dashboard Oracle Dashboard Oracle Dashboard Oracle Oracle Dashboard Oracle Dashboard Oracle Dashboard Oracle Dashboard Oracle Dashboard Dashboard <t< td=""></t<>

Step 4 Accessing the Learning Management System		
If you have been enrolled in a training course, it will be displayed here under "Trainings"	Stony Brook University Powered by SAUTE	Trainings
		ELS 017 - Laboratory Supervisor Safety Not Completed
Enrolled courses will show the following: - Course code and name - Course completion status - Completion date (if any)	Dashboard Findings	Completion Date Never held Co to LMS
- Link to the LMS website	Violation Findings Assessments	
Select the "Go to LMS" either at the top of the page or under the course information.	 Safety Trainings Employee Roster Chemical Safety 	



Step 5 Navigating the Environmental	Health & Safety LMS Portal	
Top Section (Highlighted in Yellow):	SALUTE III III DASHBOARD CATALOG CERTIFICATES SUPPORT@SALUTE	Salute Community Portal
Book icon is a quick link to all courses you have enrolled in and are "complete" or "in progress".	Dashboard My Courses	Recently accessed items
Catalog is used to view and register for any courses offered by EH&S through the LMS.	Machine Shop Safety	COURSE CATALOS Salute Safety Learning Management, EFS 008 - Heartsaver CPR/AED EFS 008 - Heartsaver CPR/AED UDT Shippers Training SBRS 004 - DOT Shippers Training
Certificates allows you to view, download or print your completed course certifications.	ELS 002 - Lab Safety - Chemical Hazards This course is required for all SBU faculty, staff, students, visitors and volunteers performing Unotaryor operations in locations where technicals are present.	Show more items
Search Can be used to search the LMS for any keywords or topics.	Hazards	
Profile can be used to view or edit your LMS profile, also another method of accessing your certificates and course history.		
Salute Community Portal links you back to the SMS portal.		

Step 5 Cont. Navigating the Environmental Health & Safety LMS Portal

Bottom Section (*Highlighted in Red*):

My Courses will show you any courses that you have been assigned, self-registered for or completed.

Recently accessed items shows any courses or content you have recently viewed within the LMS. It includes accessing any of the modules within the LMS whether it's a course overview, presentation or completing a quiz. You can click "Show more items" to expand the view and reveal additional accessed items.

Cashboard	CERTIFICATES SUPPORT@SALUTE	Salute Community Portal
Machine Shop	S 029 - Machine Shop Safety SU faculty, staff, students, and visitors who will be working in any academic machine shop on us must complete this course at least once.	Recently accessed items COURSE CATALOG Salute Safety Learning Management Image: Constraint Con
Chemical This	S 002 - Lab Safety - Chemical Hazards course is required for all SBU faculty, staff, students, visitors and volunteers performing tary operations in locations where chemicals are present.	

Registering for a Course

There are two ways to register for a course.

- 1. Self-enrollment is where a user manually registers for the course directly through the LMS.
- 2. Auto-assignment is where a user is automatically registered to a course, either as a requirement to work within a certain area or with certain equipment types.

An example of this is all Faculty, Staff and Students who will be working in any academic machine shop on campus must complete course EOS 029 – Machine Shop Safety prior to being allowed to work in a machine shop.



Self-Enroll into a Course

Step 1	Navigate the Course Catalog	
-	n "Catalog" will redirect you to the atalog page.	SALUTE III DASHBOARD CATALOG CERTIFICATES SUPPORT@SALUTE
	e you can see all EH&S courses hrough the LMS.	COURSE CATALOG
redirect y and allow	n one of the course images will ou to that course content page you to see more information course, but also to self-enroll in e.	SBRS 029 - MRI Safety Training Level 2 SBRS 022 - Nonmedical Research Laser Safety
eligible foi must be a	te that some courses are not r self-enrollment. These courses ssigned to you by the EH&S nt issuing the course.	SAT Training Laboratory ELS 022 - SAT Training ELS 017 - Laboratory Supervisor Safety

Step 2 Select the Course		
Locate a course from the list of available	SALUTE DASHBOARD CATALOG CERTIFICATES SUPPORT@SALUTE	Salute Community Portal
courses. Once you are on the course, you will see a description of the course and buttons allowing you to enroll yourself into the Click on the "Enroll me" button below the course or "Enroll me in this course" on the right- side Administration menu.	Foreilment options Figure Hazard Communication Right-too-Knoop Control Normal Network Control N	Administration Course administration Enroll me in this course
	✓ Self enrollment (Student) No enrollment key required. Enroll me	

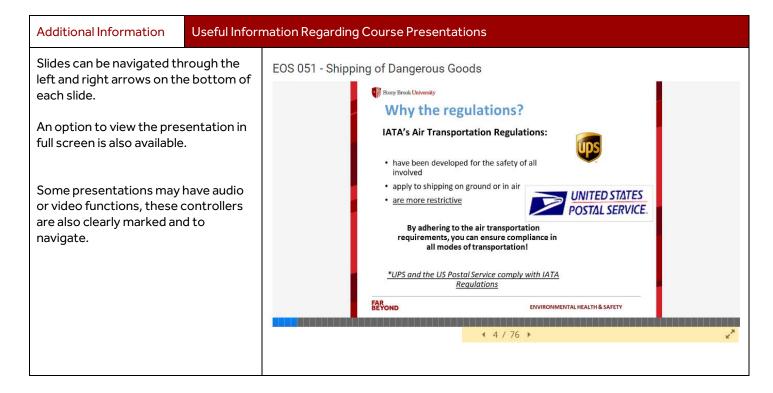
Step 3	Complete the Course		
it will be	user has enrolled into the course come available and all topics that ompletion will be visible.	EOS 051 - Shipping of Dangerous Goods Announcements Welcome to the online version of the Shipping of Dangerous Goods course. You must take this course every two years, and you can take either the "live" or the online version. You are required to take the "live" version as least once before taking the Salute course. You can also use this online version to review the course material and learn more about shipping dangerous goods after you've taken the "live" class. If you are taking the online class, you must review the course slides and take and pass the quit to be given credit for this course.]
have the - / - (- F	line course within the LMS should following: Announcement Page Course Presentation References, Documents & Links Quiz Certificate of Completion	Course Presentation Image: EOS 051 - Shipping of Dangerous Goods References, Documents and Links Image: Shipping of Dangerous Goods Policy Image: Shipping of Dangerous Goods Website Quiz]
of the pag complete	h a dotted line square to the right ge can only be checked as e once the required task has been such as completing a quiz.	EOS 051 - Shipping of Dangerous Goods Pot attempted Certificate of Completion	



Information to Help Navigate the Course Content

Each course has required information that must be viewed and optional information that the user is free to download or use as a reference. Once you start a course by clicking on one of the items, you are able to navigate to the next topic or page, by using the bottom navigation buttons.

Each course has breadcrumbs enabled at the top (Yellow) allowing the user to navigate the course or course categories easier. Users can navigate through the course by selecting the "NEXT ACTIVITY" button at the bottom right of the page. This will jump to the next activity in the course to the course to the rest add the formation of degraces goods from such as the rest of the subject of degraces goods regulators regulators regulators every sets energies and note: Commoly Budgetons used from the course to the restore and note degraces goods regulators regulators regulators regulators regulators regulators regulators regulators course to a degrace to adapt the source to a degrace of degraces goods to include: • Opic click for more information) • Remable • Combustle • Comb	Additional Information Useful Information	n Regarding Course Breadcrumbs
Users can navigate through the course by selecting the "NEXT ACTIVITY" button at the bottom right of the page. This will jump to the next activity in the course the given realify of the season chefore adding feasible course. You and use the online version or never the course material and take and pass the given realify of the next activity in the course to the online version of the shipping dragerous goods course. You and use the online version to rever the course material and take and pass the given realify of the next activity in the course the online version of the shipping dragerous goods there to be online version of the shipping dragerous goods course. You and use the online version to rever the course material and take and pass the given realify for this course. The transportation of dagerous goods there the "live" data. If you are taking the online class, you must review the course slides and take and pass the quit to be given realify for this course. The transport of the page of the dagerous goods there is the online version to review the course slides and take and pass the quit to be given realify for this course. This will given page of the the next activity in the course state and the course adding required prior to and every 2 years thereafter for all University include dragerous goods to include: • Dry let click for more information • Infectious and/or diagnostic specimens • Reactive • Oxiding • Tooic Reactive • Oxiding • Tooic Reactive • Infectious • Infectiou	the top (Yellow) allowing the user to navigate the course or course categories	EOS 051 - Shipping of Dangerous Goods Announcements
NEXT ACTIVITY EOS 051 - Shipping of Dangerous Goods	Users can navigate through the course by selecting the "NEXT ACTIVITY" button at the bottom right of the page. This will jump to the next activity in the course	 We concern to the online version of the Shipping of Dangerous Goods course. You must take this course every two years, and you can take either the "live" or the online version to review the course material and parm more about shipping dangerous goods after you've taken the "live" class. If you are taking the online class, you must review the course sides and take and pars more about shipping dangerous goods after you've taken the "live" class. If you are taking the online class, you must review the course sides and take and pars more about shipping dangerous goods after you've taken the "live" class. If you are taking the online class, you must review the course sides and take and pars more about shipping dangerous goods stering include day ice, infectious substances, and biological samples. The transportation of dangerous goods regulations require that, with few exceptions, every person engaged in the handling, offering for transport or transport or transport of analysing version as leaved to about "live". The class and/or diagnostic specimens Pine (click for more information) Hereicaus Hereicaus





Auto Registration for a Course

Certain users will be automatically registered for courses that are required for them to work in certain areas or with certain equipment types. This system can be used to ensure that all employees have the necessary training to safely and effectively perform their jobs.

Step 1 Email Received Confirm	ning Registration
You will receive an email from no-reply@salutesafety.com containing information about the course you have been registered for and a direct link to the Learning Management System.	You've Been Enrolled in Shipping of Dangerous Goods ! External Inbox × Salute LMS (via Salute LMS) to Username Username You have been enrolled in EOS 051 - Shipping of Dangerous Goods . Please log in to <u>Salute</u> and go to Safety Trainings to access your course!
Clicking the link within the email will redirect you to the login page for the Safety Management System. The email from Salute <i>may</i> appear in your SPAM/JUNK folder.	Please reach out to <u>ehsafety@stonybrook.edu</u> if you have any questions! Thank you! Stony Brook University (Reply all
As always, please use caution when accessing external links.	

If you need assistance with accessing the Safety Management System or the Learning Management System, Please email: <u>ehsafety@stonybrook.edu</u> with your request.