

# Accessing the Learning Management System

Safety Management System (SMS) Powered by Salute Safety

## Introduction

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### What is the Learning Management System

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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.

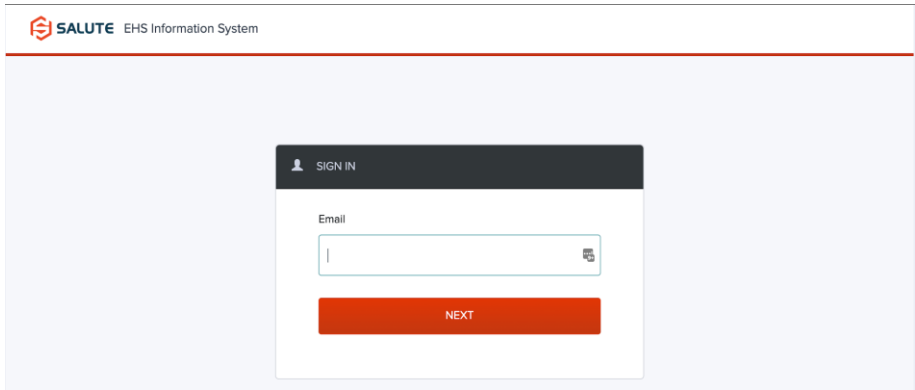
### Who can Access the Learning Management System

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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

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Step 1	Entering Your Login Credentials
<p>To Access the system, go to <a href="https://ehs.stonybrook.edu/resources/sms">ehs.stonybrook.edu/resources/sms</a> and click on the "Access Salute Portal" link on the SMS page.</p> <p>Enter your Stony Brook University email address. For example: <b><i>first.last@stonybrook.edu*</i></b></p> <p>After entering an email address, click the <b>NEXT</b> button or press the Enter/Return key.</p> <p>You will be redirected to the Stony Brook Single Sign-on page.</p>	

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

**Step 2** Signing in with NetID and Password

Once you have successfully entered your email address, you will be redirected to the Stony Brook Single-Sign-on webpage to authenticate with Duo SSO.

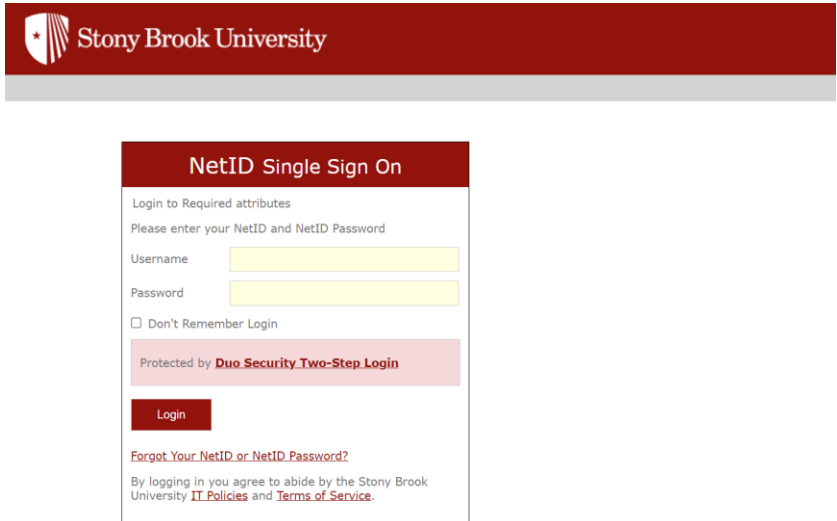
You should use your NetID and password to sign on.

**If you do not know your NetID or Password, visit:**

<https://mypasswords.stonybrook.edu>

Once on that page, click the “Goto Reset Tool” – you will need your SBUID (9-digit ID) and two methods to authenticate your account.

[Click Here to view this DoIT Training video on how to find your NetID](#)

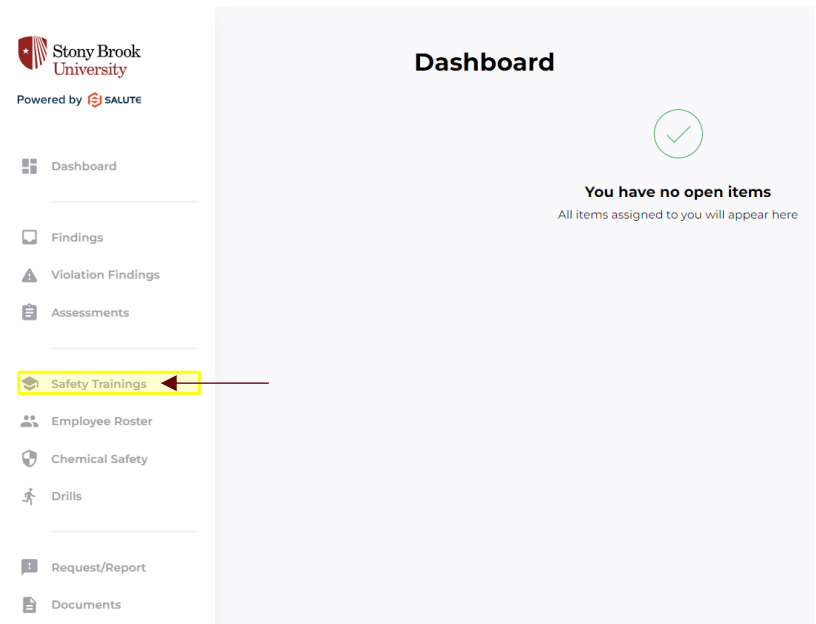


**Step 3** Access to the Learning Management System through the Salute Portal

Once you have signed in using your NetID and password, you should be redirected to the “Salute Portal”.

From this section, click on the highlighted “Safety Trainings” icon on the left-hand side navigation menu.

This will then take you to the “Safety Trainings” page within the Salute portal.-



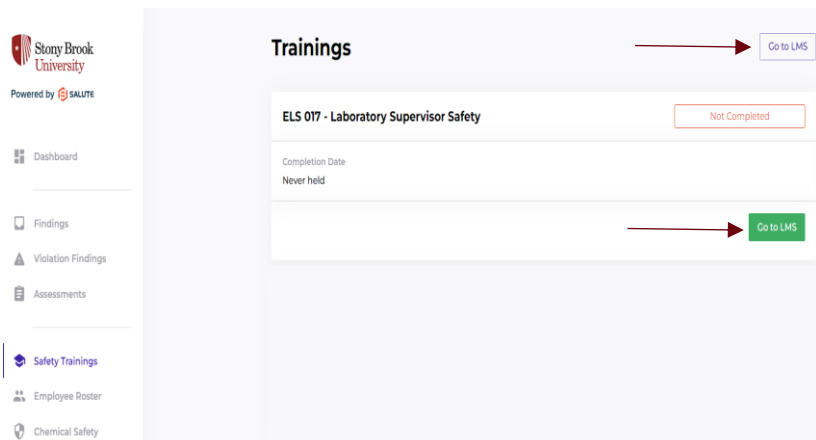
**Step 4** Accessing the Learning Management System

If you have been enrolled in a training course, it will be displayed here under “Trainings”

Enrolled courses will show the following:

- Course code and name
- Course completion status
- Completion date (if any)
- Link to the LMS website

Select the “Go to LMS” either at the top of the page or under the course information.



Step 5 Navigating the Environmental Health & Safety LMS Portal

**Top Section (Highlighted in Yellow):**

**Book** icon is a quick link to all courses you have enrolled in and are “complete” or “in progress”.

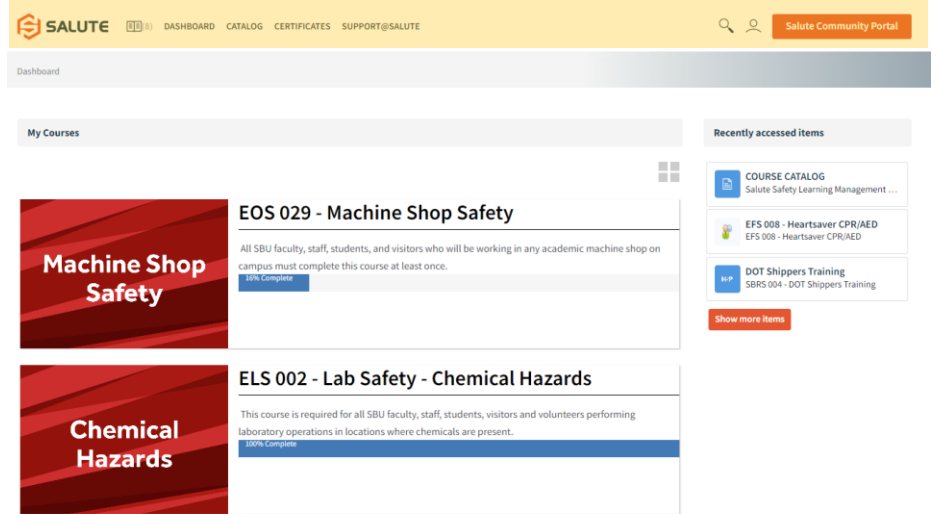
**Catalog** is used to view and register for any courses offered by EH&S through the LMS.

**Certificates** allows you to view, download or print your completed course certifications.

**Search** Can be used to search the LMS for any keywords or topics.

**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.

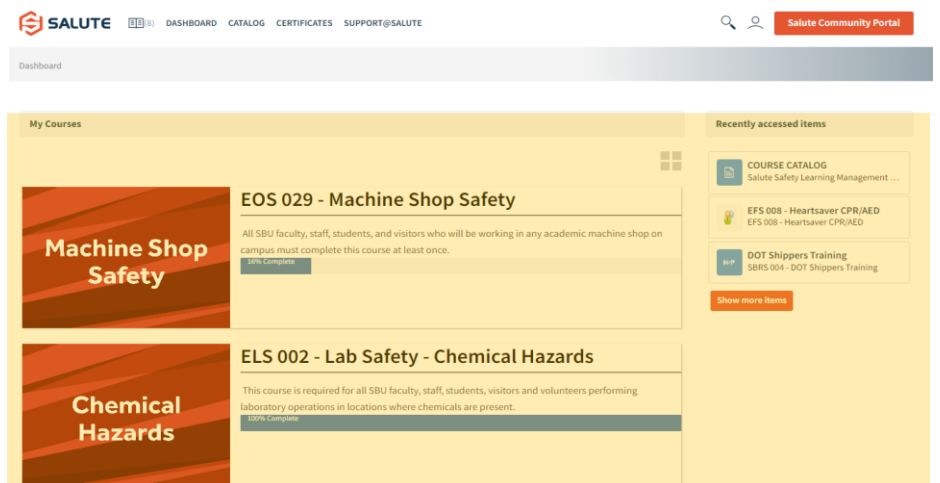


Step 5 Cont. Navigating the Environmental Health & Safety LMS Portal

**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.



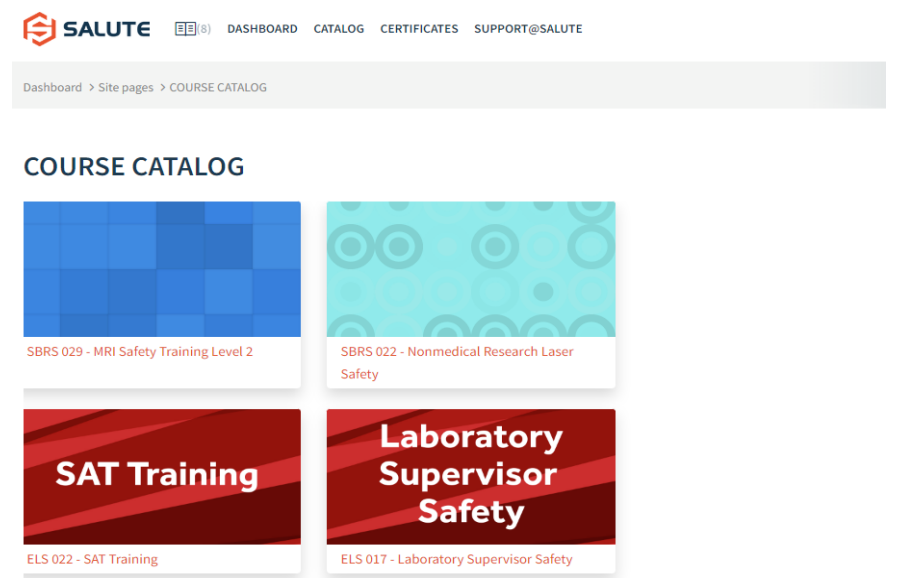
## Registering for a Course

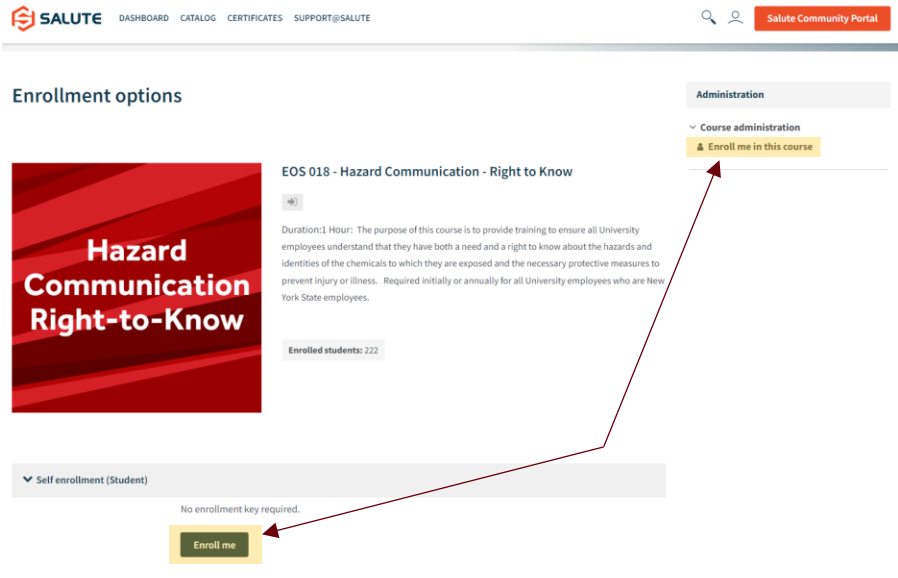
There are two ways to register for a course.

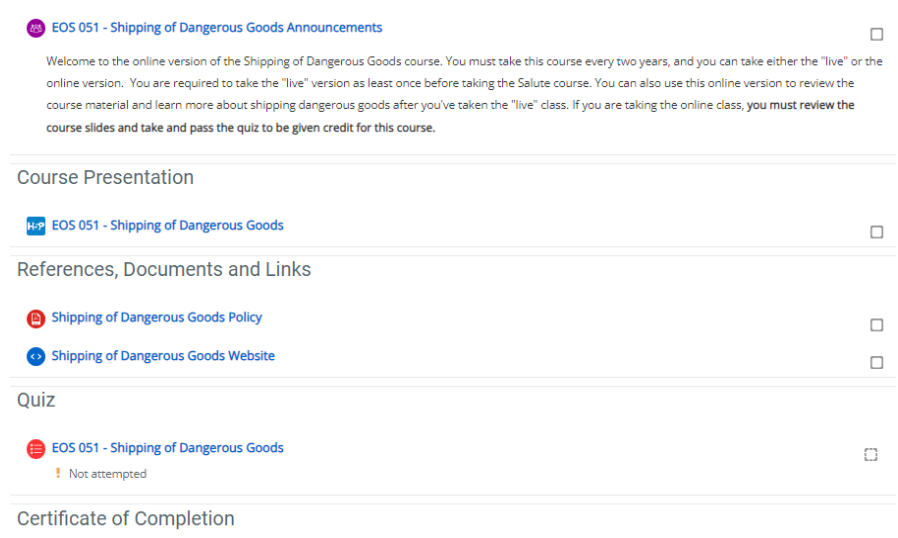
1. Self-enrollment is where a user manually registers for the course directly through the LMS.
2. Auto-assignment is where a user is automatically registered to a course, either as a requirement to work within a certain area or with certain equipment types.

*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

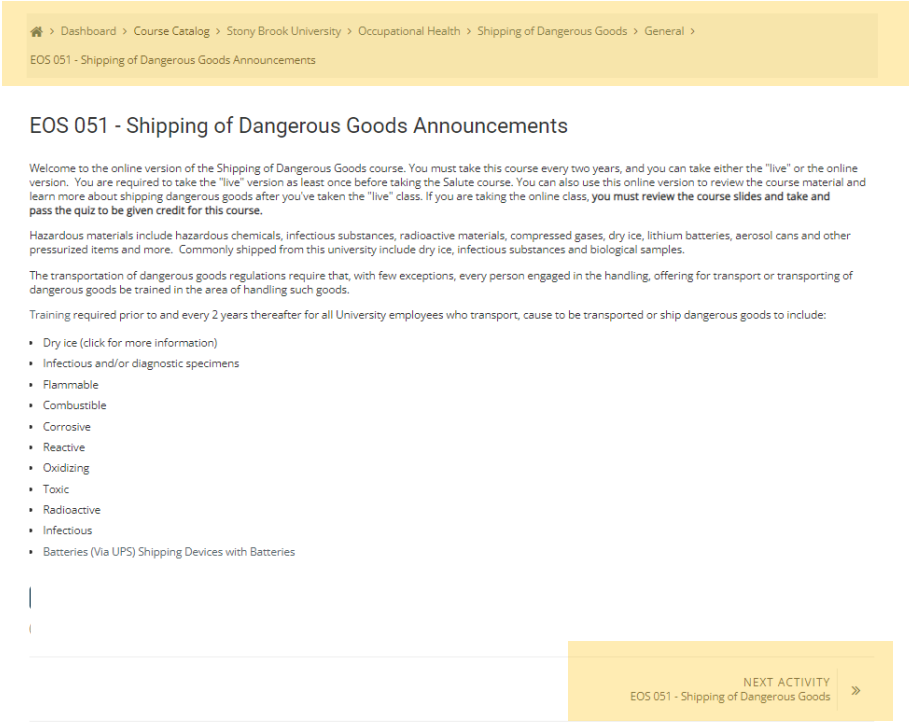
Step 1	Navigate the Course Catalog
<p>Clicking on “Catalog” will redirect you to the Course Catalog page.</p> <p>From here you can see all EH&amp;S courses available through the LMS.</p> <p>Clicking on one of the course images will redirect you to that course content page and allow you to see more information about the course, but also to self-enroll in the course.</p> <p><i>Please note that some courses are not eligible for self-enrollment. These courses must be assigned to you by the EH&amp;S department issuing the course.</i></p>	


Step 2	Select the Course
<p>Locate a course from the list of available courses.</p> <p>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.</p>	

Step 3	Complete the Course
<p>Once a user has enrolled into the course it will become available and all topics that require completion will be visible.</p> <p>Every Online course within the LMS should have the following:</p> <ul style="list-style-type: none"> <li>- Announcement Page</li> <li>- Course Presentation</li> <li>- References, Documents &amp; Links</li> <li>- Quiz</li> <li>- Certificate of Completion</li> </ul> <p>Items with a dotted line square to the right of the page can only be checked as complete once the required task has been finalized such as completing a quiz.</p>	

## 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.

Additional Information	Useful Information Regarding Course Breadcrumbs
<p>Each course has breadcrumbs enabled at the top (Yellow) allowing the user to navigate the course or course categories easier.</p> <p>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 topics list.</p>	 <p>The screenshot shows a breadcrumb trail at the top: Dashboard &gt; Course Catalog &gt; Stony Brook University &gt; Occupational Health &gt; Shipping of Dangerous Goods &gt; General &gt; EOS 051 - Shipping of Dangerous Goods Announcements. Below this is the title "EOS 051 - Shipping of Dangerous Goods Announcements" and introductory text. A list of hazardous materials is provided, including Dry ice, Infectious and/or diagnostic specimens, Flammable, Combustible, Corrosive, Reactive, Oxidizing, Toxic, Radioactive, and Batteries. At the bottom right, a yellow button labeled "NEXT ACTIVITY" is visible.</p>

Additional Information	Useful Information Regarding Course Presentations
<p>Slides can be navigated through the left and right arrows on the bottom of each slide.</p> <p>An option to view the presentation in full screen is also available.</p> <p>Some presentations may have audio or video functions, these controllers are also clearly marked and to navigate.</p>	 <p>The screenshot shows a presentation slide titled "EOS 051 - Shipping of Dangerous Goods" with the sub-heading "Why the regulations?". It discusses "IATA's Air Transportation Regulations" and lists three bullet points: they have been developed for safety, apply to shipping on ground or in air, and are more restrictive. Logos for UPS and the United States Postal Service are shown. A footer contains the text "By adhering to the air transportation requirements, you can ensure compliance in all modes of transportation!" and a note that "UPS and the US Postal Service comply with IATA Regulations". Navigation arrows and a page indicator "4 / 76" are visible at the bottom.</p>

## Auto Registration for a Course

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

**If you need assistance with accessing the Safety Management System or the Learning Management System, Please email: [ehsafety@stonybrook.edu](mailto:ehsafety@stonybrook.edu) with your request.**