

NUANCE requires 5 safety training **Certifications**:

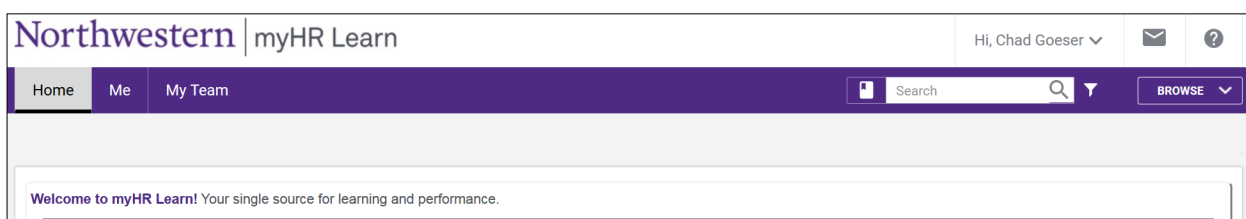
- a. "Hazardous Chemical Waste Management Certification"
- b. "Laboratory Safety Certification"
- c. "Filling and Maintenance of Liquid Nitrogen Tanks Certification"
- d. "Personal Protective Equipment Certification"
- e. "Compressed Gas Cylinders Certification"

NUFAB requires 2 additional **Certifications**:

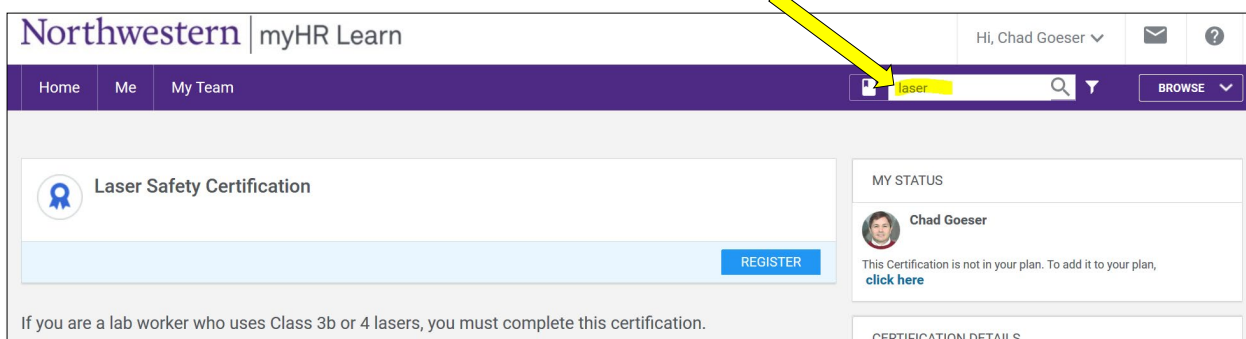
- f. "Hydrofluoric Acid and Fluoride Ion Hazards Certification"
- g. "NUFAB Safety and Protocol Review Certification"

Follow these instructions to add the Certification to your learning plan in **myHR Learn** within the NU Portal:

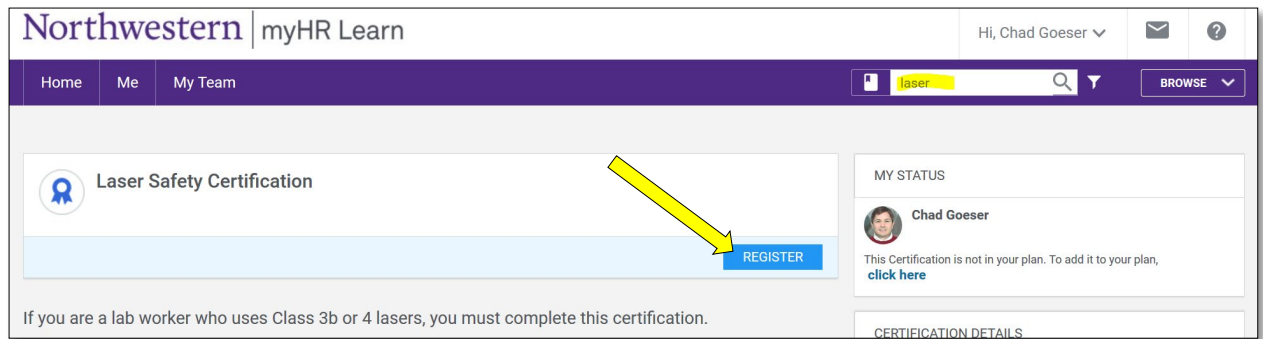
1. Log into **myHR Learn** in the NU Portal (click the "Learning" button to enter the Certification system).
(Or paste this address into your browser: <https://learn.northwestern.edu/>)



2. Use the Search Bar in the upper right corner to find the Certification. For example, type in 'NUFAB' 'Laboratory Safety', 'PPE', 'Nitrogen', or 'Hazardous' to find the required NUFAB Certifications.



3. Select the Certification and click the "Register" button. ***Please note that if you complete the course without registering for the certification, you will not get credit for the course; myHR Learn sends only certification completion data to NUcore.



The screenshot shows the Northwestern myHR Learn portal. At the top, the header includes the Northwestern logo, "myHR Learn", and a user greeting "Hi, Chad Goesser". Below the header is a navigation bar with "Home", "Me", and "My Team" links. A search bar contains the text "laser" and a "BROWSE" button. The main content area features a "Laser Safety Certification" section with a blue "REGISTER" button, which is highlighted by a yellow arrow. Below this section, a message states: "If you are a lab worker who uses Class 3b or 4 lasers, you must complete this certification." On the right side, a "MY STATUS" section shows a profile for "Chad Goesser" and a message: "This Certification is not in your plan. To add it to your plan, [click here](#)". Below this is a "CERTIFICATION DETAILS" section.

- Click the “Complete Registration” button.

Northwestern | myHR Learn

Hi, Chad Goesser

Home Me My Team

laser

BROWSE

Laser Safety Certification

If you are a lab worker who uses Class 3b or 4 lasers, you must complete this certification.

Contact the **training manager** in the **Office for Research Safety** with any questions:

- Chicago: 312-503-8300.
- Evanston: 847-491-5581.
- Email: ...

More

PATH DETAILS

CANCEL **COMPLETE REGISTRATION** Total cost: 0.00

Laser Safety Initial * Complete 1 of 1

☒ **Basic Laser Safety Course** Web-Based PENDING REGISTRATION

Recommended class Cost: 0 USD ID: 00001921-WBT-00001 Offered as: Web-Based Language: English

CANCEL **COMPLETE REGISTRATION**

MY STATUS

Chad Goesser

This Certification is not in your plan. To add it to your plan, [click here](#)

CERTIFICATION DETAILS

ID	00001940
Version	1.0
Available from	09-JUN-2015
Certification valid for	730 days
NU Certificate Code	LASER

Additional Details

VIEW ATTACHMENTS OWNERS

- You will get a pop-up window confirming your registration for the Certification.

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Hi, Chad Goesser

Home Me My Team

laser

BROWSE

Laser Safety Certification

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PATH DETAILS

CANCEL **COMPLETE REGISTRATION** Total cost: 0.00

Laser Safety Initial * Complete 1 of 1

☒ **Basic Laser Safety Course** Web-Based PENDING REGISTRATION

Recommended class Cost: 0 USD ID: 00001921-WBT-00001 Offered as: Web-Based Language: English

CANCEL **COMPLETE REGISTRATION**

CONGRATULATIONS!

You have successfully registered for this Certification.

Order number	00087042
Bill to(Organization)	821900 - NUANCE Center
Total order discount:	0 USD
Cost	0 USD

CLOSE

MY STATUS

Chad Goesser

This Certification is not in your plan. To add it to your plan, [click here](#)

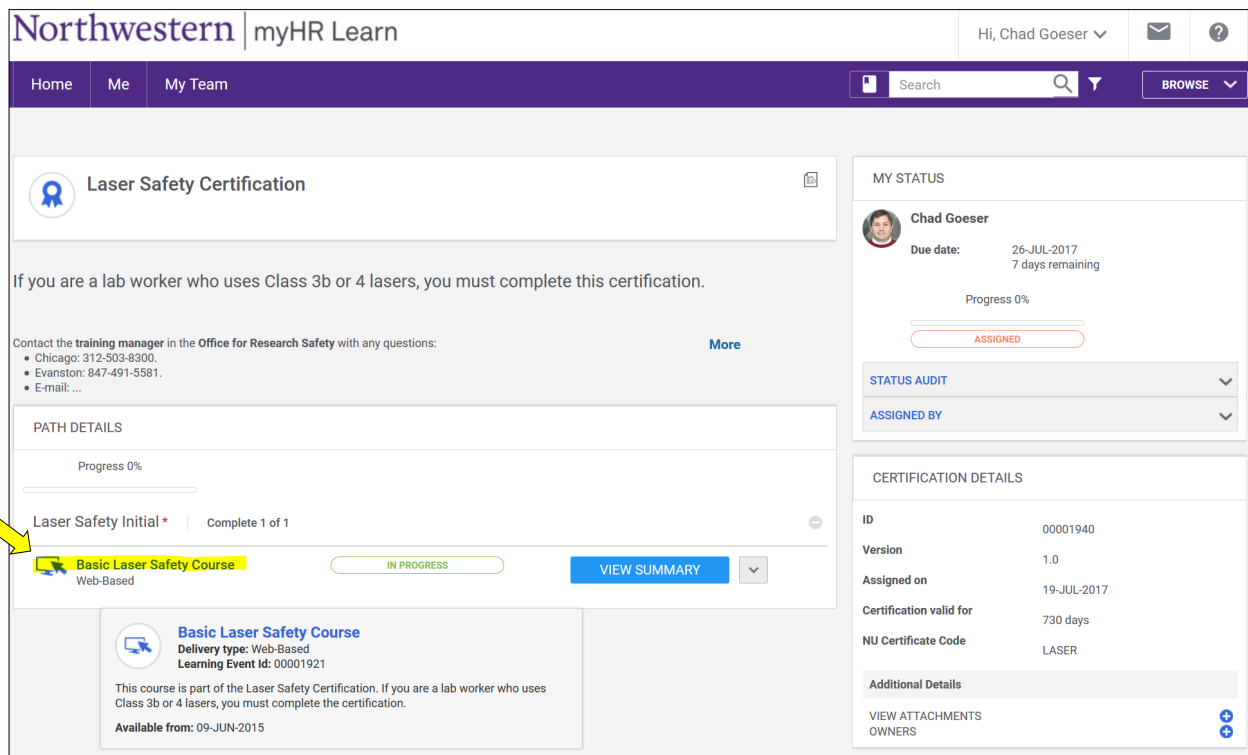
CERTIFICATION DETAILS

ID	00001940
Version	1.0
Available from	09-JUN-2015
Certification valid for	730 days
NU Certificate Code	LASER

Additional Details

VIEW ATTACHMENTS OWNERS

- Click on the name of the course to view content and/or take the test.



Northwestern | myHR Learn

Hi, Chad Goesser

Home Me My Team

Search

BROWSE

Laser Safety Certification

If you are a lab worker who uses Class 3b or 4 lasers, you must complete this certification.

Contact the **training manager** in the Office for Research Safety with any questions:

- Chicago: 312-503-8300.
- Evanston: 847-491-5581.
- E-mail: ...

[More](#)

PATH DETAILS

Progress 0%

Laser Safety Initial * Complete 1 of 1

Basic Laser Safety Course IN PROGRESS [VIEW SUMMARY](#)

Web-Based

Basic Laser Safety Course

Delivery type: Web-Based
Learning Event Id: 00001921

This course is part of the Laser Safety Certification. If you are a lab worker who uses Class 3b or 4 lasers, you must complete the certification.

Available from: 09-JUN-2015

MY STATUS

Chad Goesser

Due date: 26-JUL-2017
7 days remaining

Progress 0%

ASSIGNED

STATUS AUDIT

ASSIGNED BY

CERTIFICATION DETAILS

ID: 00001940

Version: 1.0

Assigned on: 19-JUL-2017

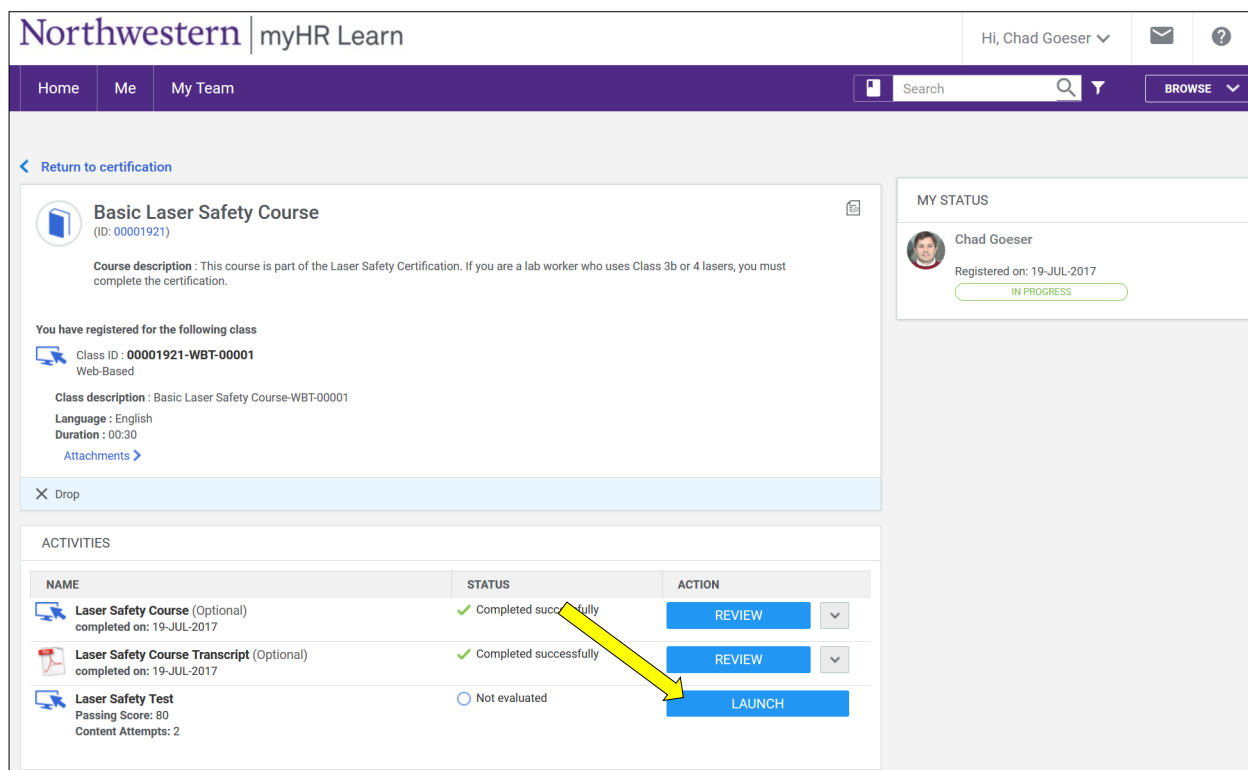
Certification valid for: 730 days

NU Certificate Code: LASER

Additional Details

[VIEW ATTACHMENTS OWNERS](#)

- Click on "Launch" to 1) enter/take the course, 2) review the transcript and 3) take the test.



Northwestern | myHR Learn

Hi, Chad Goesser

Home Me My Team

Search

BROWSE

[Return to certification](#)

Basic Laser Safety Course

(ID: 00001921)

Course description: This course is part of the Laser Safety Certification. If you are a lab worker who uses Class 3b or 4 lasers, you must complete the certification.

You have registered for the following class

Class ID: 00001921-WBT-00001
Web-Based

Class description: Basic Laser Safety Course-WBT-00001

Language: English
Duration: 00:30

[Attachments](#)

Drop

ACTIVITIES

NAME	STATUS	ACTION
Laser Safety Course (Optional) completed on: 19-JUL-2017	✓ Completed successfully	REVIEW
Laser Safety Course Transcript (Optional) completed on: 19-JUL-2017	✓ Completed successfully	REVIEW
Laser Safety Test Passing Score: 80 Content Attempts: 2	○ Not evaluated	LAUNCH

MY STATUS

Chad Goesser

Registered on: 19-JUL-2017

IN PROGRESS

8. Click "START" button to take the test (usually 10-15 minutes).

Northwestern | myHR Learn

Hi, Chad Goeser

Home Me My Team Search BROWSE

LASER SAFETY TEST

Chad Goeser Welcome

Number of questions:	20
Passing score:	80%
Time limit:	None

You must score 80% or higher on this test in order to receive credit for this training.

NOTE You are allowed two (2) attempts to achieve a passing score. If you are unsuccessful after two attempts, please review the training content and email safety-training@northwestern.edu to have the training manager reset the test.

EXIT START

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9. After successfully completing the test, click "EXIT" to return to the course page.

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Hi, Chad Goeser

Home Me My Team Search BROWSE

LASER SAFETY TEST

Chad Goeser Analysis

Scorecard

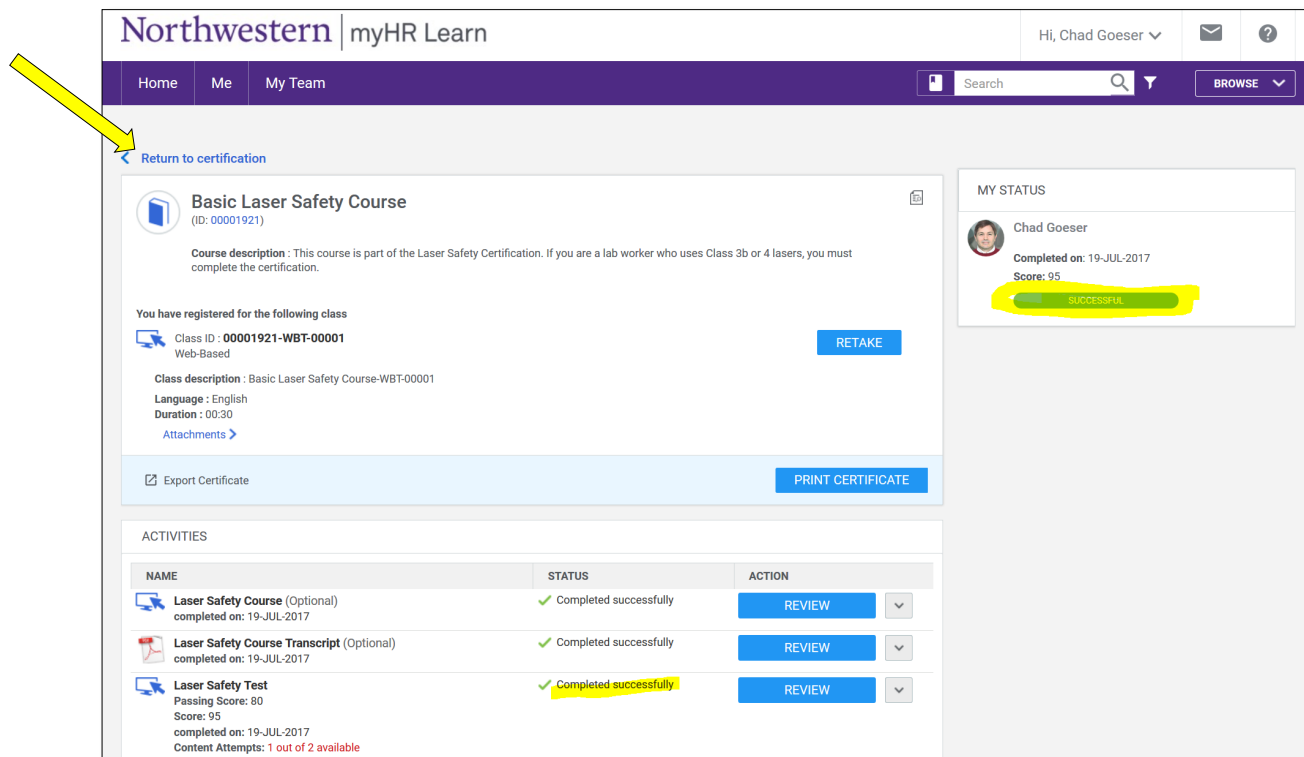
Test score:	95%
Test status:	Pass
Duration:	13 minutes 29 seconds

Congratulations, you passed the test!
Thank you for taking the test. You may now exit the player

EXIT REVIEW

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10. Once you've confirmed successful completion of the test, click "Return to certification" link...



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Hi, Chad Goesser

Home Me My Team

Search

BROWSE

[Return to certification](#)

Basic Laser Safety Course
(ID: 00001921)

Course description : This course is part of the Laser Safety Certification. If you are a lab worker who uses Class 3b or 4 lasers, you must complete the certification.

You have registered for the following class

Class ID : 00001921-WBT-00001
Web-Based

Class description : Basic Laser Safety Course-WBT-00001
Language : English
Duration : 00:30
Attachments >

Export Certificate PRINT CERTIFICATE

ACTIVITIES

NAME	STATUS	ACTION
Laser Safety Course (Optional) completed on: 19-JUL-2017	✓ Completed successfully	REVIEW
Laser Safety Course Transcript (Optional) completed on: 19-JUL-2017	✓ Completed successfully	REVIEW
Laser Safety Test Passing Score: 80 Score: 95 completed on: 19-JUL-2017 Content Attempts: 1 out of 2 available	✓ Completed successfully	REVIEW

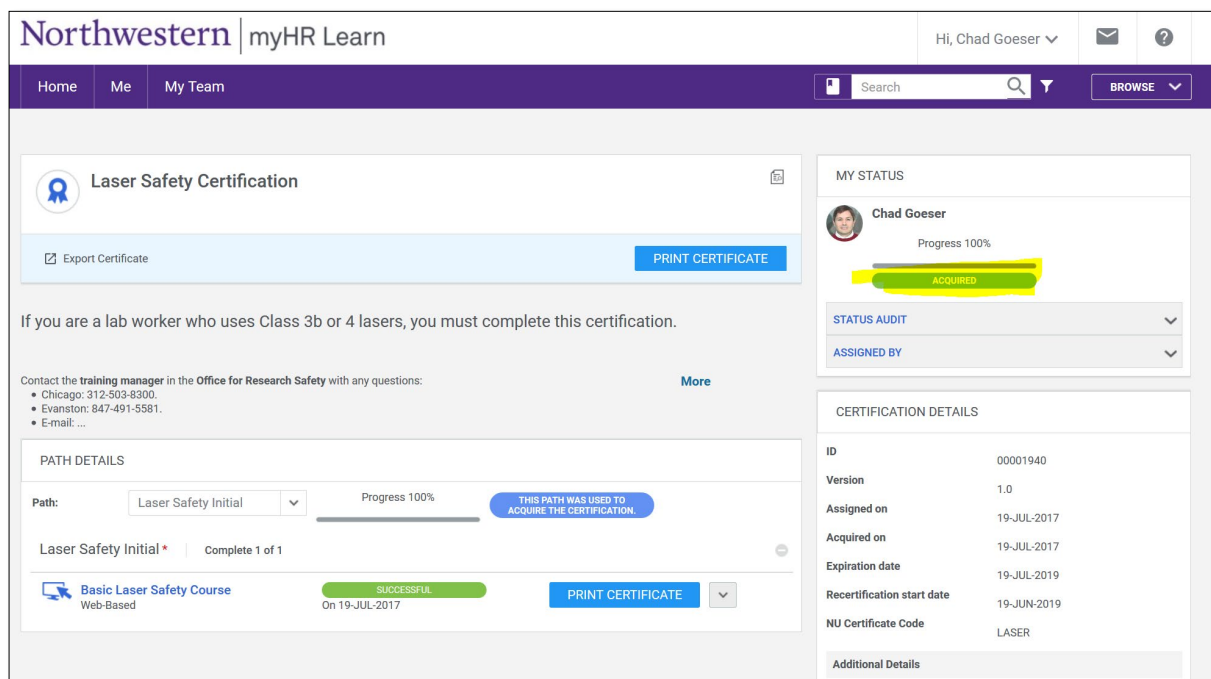
MY STATUS

Chad Goesser

Completed on: 19-JUL-2017
Score: 95

SUCCESSFUL

11. Verify that the Certification has been acquired. NUcore will now recognize the certification, and you will be able to make reservations on NUANCE instruments for which you have been granted access by the appropriate facility manager. (Note: NUcore will update your access the following morning once your certificate has been acquired.)



Northwestern | myHR Learn

Hi, Chad Goesser

Home Me My Team

Search

BROWSE

Laser Safety Certification

Export Certificate PRINT CERTIFICATE

If you are a lab worker who uses Class 3b or 4 lasers, you must complete this certification.

Contact the training manager in the Office for Research Safety with any questions:
• Chicago: 312-503-8300.
• Evanston: 847-491-5581.
• E-mail: ...

More

PATH DETAILS

Path: Laser Safety Initial Progress 100% THIS PATH WAS USED TO ACQUIRE THE CERTIFICATION.

Laser Safety Initial * Complete 1 of 1

Basic Laser Safety Course Web-Based SUCCESSFUL On 19-JUL-2017 PRINT CERTIFICATE

MY STATUS

Chad Goesser

Progress 100%

ACQUIRED

STATUS AUDIT

ASSIGNED BY

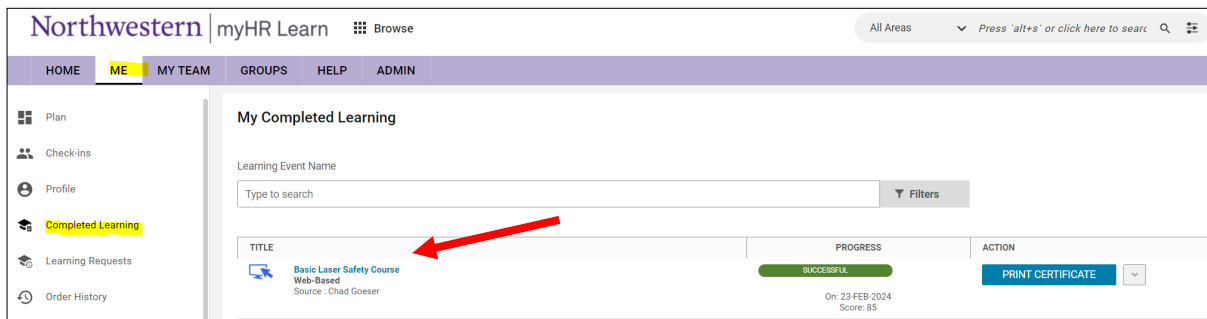
CERTIFICATION DETAILS

ID	00001940
Version	1.0
Assigned on	19-JUL-2017
Acquired on	19-JUL-2017
Expiration date	19-JUL-2019
Recertification start date	19-JUN-2019
NU Certificate Code	LASER

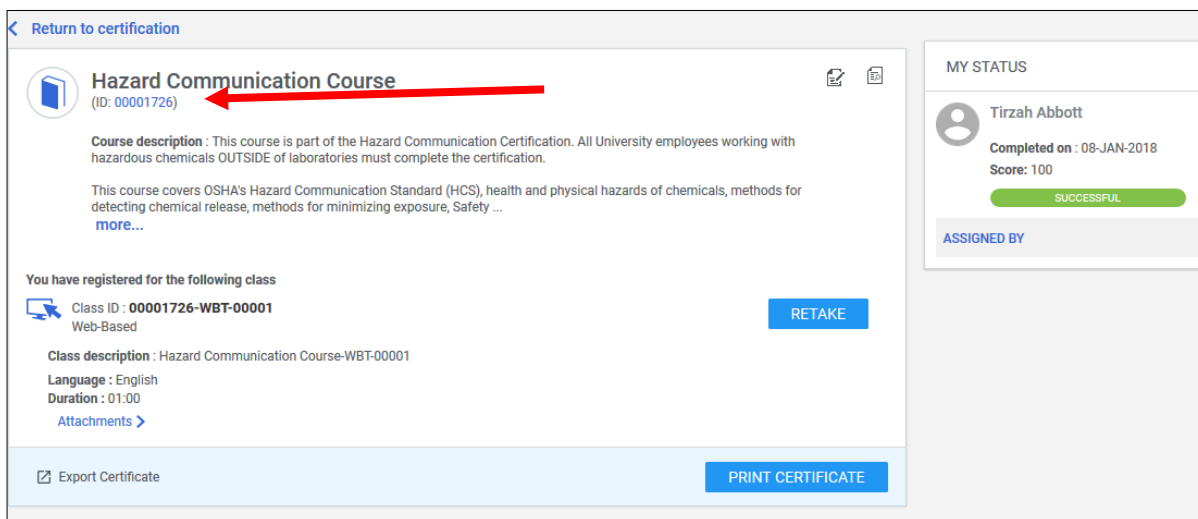
Additional Details

Troubleshooting

12. If you have logged into NUcore the next day after successfully completing a certification but cannot make a reservation:
 - a. Log back into your myHR Learn account.
 - b. Go to the “completed learning” tab on the left hand panel.
 - c. Select the course in question.



13. After clicking to open the course information, click the ID link below the course title in the upper left hand corner.



14. In this window, click the link under 'Associated Certification' in the right hand column

Hazard Communication Course
(ID: 00001726)

Course description : This course is part of the Hazard Communication Certification. All University employees working with hazardous chemicals OUTSIDE of laboratories must complete the certification.

This course covers OSHA's Hazard Communication Standard (HCS), health and physical hazards of chemicals, methods for detecting chemical release, methods for minimizing exposure, Safety ...
[more...](#)

You have registered for the following class

Class ID : **00001726-WBT-00001**
Web-Based **SUCCESSFUL**

Class description : Hazard Communication Course-WBT-00001

Language : English
Duration : 01:00
Completed on : 08-JAN-2018
[View detail](#) [Attachments >](#)

Free **PRINT CERTIFICATE**

Can't find a class that works for you? [Save for Later](#)

Tirzah Abbott
SUCCESSFUL

ASSIGNED BY ▼

Course Information

Owner Contact:
Cynthia Mason
Manager, Research Safety Training

Associated certifications:
[Hazard Communication Certification \(version: 1.0\)](#)

15. In the upper right hand corner of this window, you will see a message that says "This Certification is not in your plan. To add it to your plan, [click here](#)". Click the link.

Laser Safety Certification

REGISTER

If you are a lab worker who uses Class 3b or 4 lasers, you must complete this certification.

Contact the **training manager** in the **Office for Research Safety** with any questions:
• Chicago: 312-503-8300.
• Evanston: 847-491-5581.
• E-mail: ...

More

PATH DETAILS

Laser Safety Initial * | Complete 1 of 1

Basic Laser Safety Course
Web-Based **SUCCESSFUL**
On 08-JAN-2018 **PRINT CERTIFICATE**

MY STATUS

Tirzah Abbott
This Certification is not in your plan. To add it to your plan, [click here](#)

CERTIFICATION DETAILS

ID	00001940
Version	1.0
Available from	09-JUN-2015
Certification valid for	730 days
NU Certificate Code	LASER

Additional Details

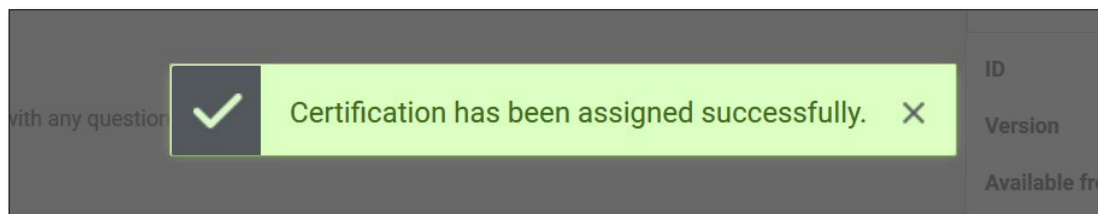
VIEW ATTACHMENTS OWNERS [+](#)

16. A window will pop up. Hit the 'Add' button

ADD TO PLAN

Due date: 19-Jul-2017

CANCEL ADD



17. In the 'My Status' section in the top right hand corner, you should now see that your progress is 100% and your certificate has been acquired. NUcore will recognize this the following morning around 6 am, after which you can make a reservation. In the meantime, please contact a NUANCE Facility Manager to book time on an instrument.

Hazard Communication Certification

Export Certificate **PRINT CERTIFICATE**

All University employees working with hazardous chemicals OUTSIDE of laboratories must complete the certification.

Contact the **training manager** in the **Office for Research Safety** with any questions:

- Chicago: 312-503-8300.
- Evanston: 847-491-....

[More](#)

PATH DETAILS

Progress 100% **THIS PATH WAS USED TO ACQUIRE THE CERTIFICATION.**

Hazard Communication* Complete 1 of 1

Hazard Communication Course Web-Based **SUCCESSFUL** On 08-JAN-2018 **PRINT CERTIFICATE**

MY STATUS

Tirzah Abbott

Progress 100%

ACQUIRED

STATUS AUDIT

ASSIGNED BY

CERTIFICATION DETAILS

ID	00001727
Version	1.0
Assigned on	08-JAN-2018
Acquired on	08-JAN-2018
NU Certificate Code	HAZCOM

Additional Details

VIEW ATTACHMENTS

OWNERS