

NUANCE requires 4 (NUFAB requires a 5<sup>th</sup>) safety training Certifications:

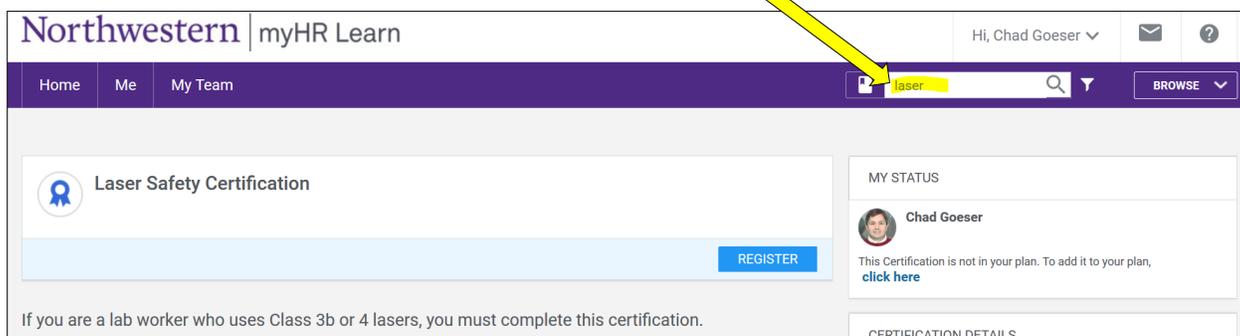
- a. Hazardous Chemical Waste Management Certification
- b. Hydrofluoric Acid and Fluoride Ion Hazards
- c. Laboratory Safety Certification
- d. Personal Protective Equipment Certification
- e. NUFAB Safety and Protocol Review Certification (NUFAB only)

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

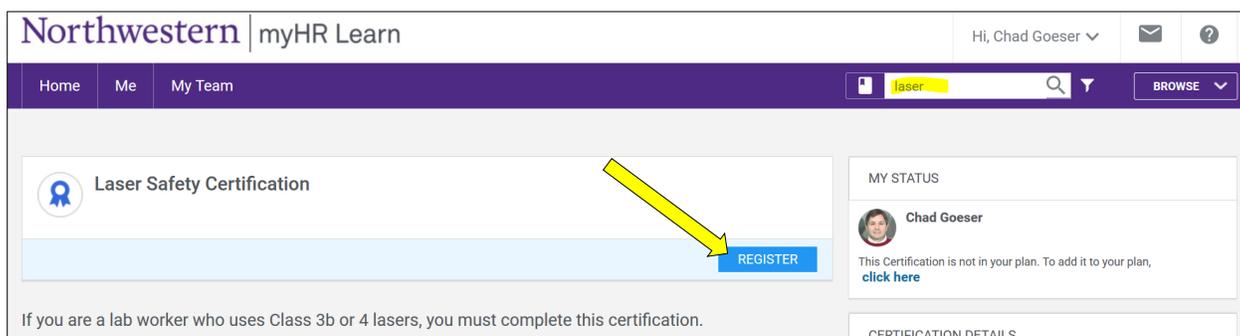
1. Log into **myHR Learn** in the NU Portal (click the “Learning” button to enter the Certification system).  
(Or paste this address into your browser: <https://learn.northwestern.edu/>)



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.**



- Click the "Complete Registration" button.

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Hi, Chad Goeser

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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: [More](#)

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

PATH DETAILS

CANCEL **COMPLETE REGISTRATION** Total cost: 0.00

Laser Safety Initial \* Complete 1 of 1

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

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

CANCEL **COMPLETE REGISTRATION**

MY STATUS

**Chad Goeser**

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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Laser Safety Initial \* Complete 1 of 1

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

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

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 Goeser**

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

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

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### Laser Safety Certification

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- Evanston: 847-491-5581.
- E-mail: ...

PATH DETAILS

Progress 0%

Laser Safety Initial \* | Complete 1 of 1

**Basic Laser Safety Course** (Web-Based) IN PROGRESS [VIEW SUMMARY](#)

**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 Goeser  
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

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

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[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
<b>Laser Safety Course</b> (Optional) completed on: 19-JUL-2017	✓ Completed successfully	<a href="#">REVIEW</a>
<b>Laser Safety Course Transcript</b> (Optional) completed on: 19-JUL-2017	✓ Completed successfully	<a href="#">REVIEW</a>
<b>Laser Safety Test</b> Passing Score: 80 Content Attempts: 2	○ Not evaluated	<a href="#">LAUNCH</a>

MY STATUS

Chad Goeser  
Registered on: 19-JUL-2017  
IN PROGRESS

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

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**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](mailto:safety-training@northwestern.edu) to have the training manager reset the test.

EXIT START

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

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**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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[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

RETAKE

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

Export Certificate PRINT CERTIFICATE

#### MY STATUS

Chad Goeser

Completed on: 19-JUL-2017  
Score: 95  
SUCCESSFUL

#### 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

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.)**

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### 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: [More](#)

- Chicago: 312-503-6300.
- Evanston: 847-491-5581.
- E-mail: ...

#### 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 Goeser

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.

	TITLE	PROGRESS	ACTION
	<a href="#">Basic Laser Safety Course</a> Web-Based	SUCCESSFUL On:08-JAN-2018 Score: 95	PRINT CERTIFICATE
	<a href="#">Compressed Gas Cylinders Certific...</a> Certification Version:1.0	ACQUIRED On:22-MAY-2017	PRINT CERTIFICATE
	<a href="#">Compressed Gas Cylinders Course</a> Web-Based	SUCCESSFUL On:22-MAY-2017 Score: 93	PRINT CERTIFICATE
	<a href="#">Filling and Maintenance of ...</a> Certification Version:1.0	ACQUIRED On:22-MAY-2017	PRINT CERTIFICATE
	<a href="#">Filling and Maintenance o...</a> Web-Based	SUCCESSFUL On:22-MAY-2017 Score: 100	PRINT CERTIFICATE

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

[Return to certification](#)

**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

**Class description:** Hazard Communication Course-WBT-00001

**Language:** English  
**Duration:** 01:00  
[Attachments >](#)

Export Certificate

**MY STATUS**

**Tirzah Abbott**

**Completed on:** 08-JAN-2018  
**Score:** 100

SUCCESSFUL

**ASSIGNED BY**

[RETAKE](#)

[PRINT CERTIFICATE](#)

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** Free **PRINT CERTIFICATE**

Web-Based **SUCCESSFUL**

**Class description :** Hazard Communication Course-WBT-00001

**Language :** English  
**Duration :** 01:00  
**Completed on :** 08-JAN-2018

[View detail](#) [Attachments >](#)

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

**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: [More](#)

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

**PATH DETAILS**

Laser Safety Initial \* | Complete 1 of 1

**Basic Laser Safety Course** **SUCCESSFUL** **PRINT CERTIFICATE**

Web-Based On 08-JAN-2018

**MY STATUS**

**Tirzah Abbott**

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

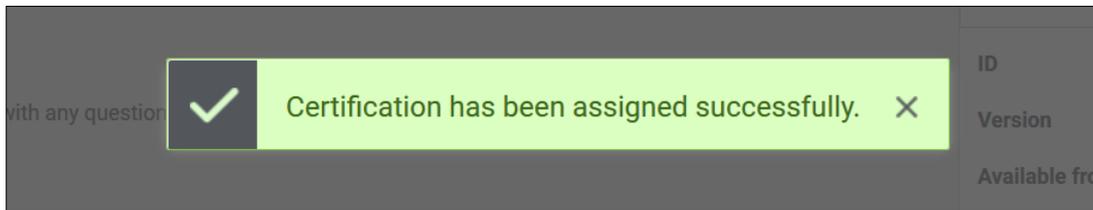
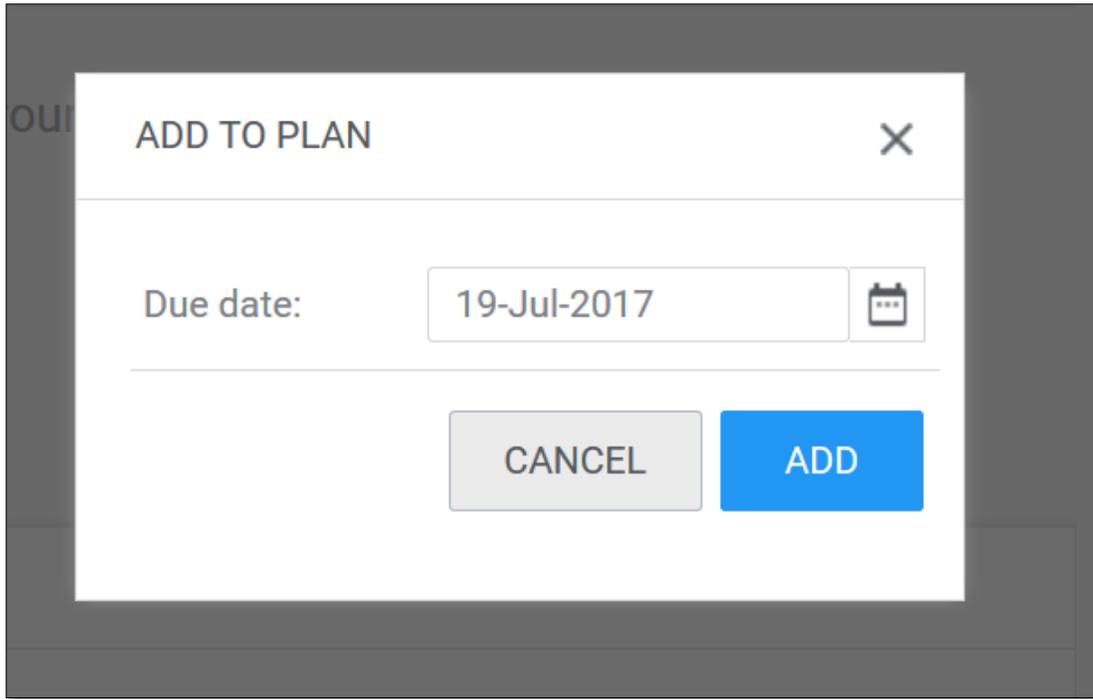
**CERTIFICATION DETAILS**

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



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.

The screenshot displays the 'Hazard Communication Certification' interface. The main header includes a 'PRINT CERTIFICATE' button and an 'Export Certificate' checkbox. A central message states: 'All University employees working with hazardous chemicals OUTSIDE of laboratories must complete the certification.' Below this, contact information for the training manager is provided. The 'PATH DETAILS' section shows a progress bar at 100% with a callout: 'THIS PATH WAS USED TO ACQUIRE THE CERTIFICATION.' A list of completed items shows 'Hazard Communication Course' as 'SUCCESSFUL' on 08-JAN-2018, with another 'PRINT CERTIFICATE' button. On the right, the 'MY STATUS' section for user 'Tirzah Abbott' shows 'Progress 100%' and a green 'ACQUIRED' bar. Below this are dropdown menus for 'STATUS/AUDIT' and 'ASSIGNED BY'. The 'CERTIFICATION DETAILS' table lists: ID: 00001727, Version: 1.0, Assigned on: 08-JAN-2018, Acquired on: 08-JAN-2018, and NU Certificate Code: HAZCOM. A 'VIEW ATTACHMENTS OWNERS' link is also present.