Accessing the Learning Management System

Safety Management System (SMS) Powered by Salute Safety

Introduction

What is the Learning Management System (LMS)?

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.
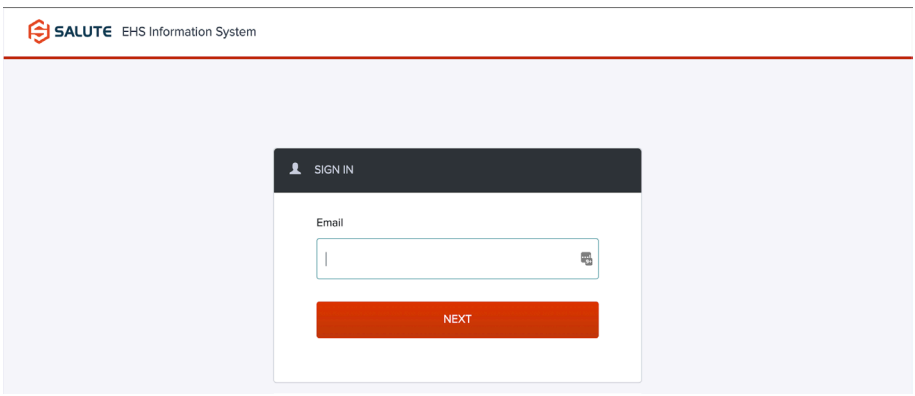
The LMS will offer new capabilities for training compliance monitoring and scheduling, including the ability for end users to sign up for live training courses (as applicable), allow supervisors to monitor their staff's compliance with training requirements, and provide for automated notifications when recurring training is almost 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 LMS?

All students, faculty, and staff with an active NetID have access to both LMS and SMS. All students, faculty, and staff will be referred to as "Users" throughout this guide. There are two ways of logging into the LMS and accessing the training courses provided by the Department of Environmental Health & Safety.

Accessing the LMS through the Safety Management System

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

*While all East and West campus users have an active @stonybrook.edu, some users may be required to login with their @stonybrookmedicine.edu email. If you are not redirected to the Stony Brook NetID/Password Single Sign-On when typing in your email address and you have a @stonybrookmedicine.edu email, please try logging in with the latter.

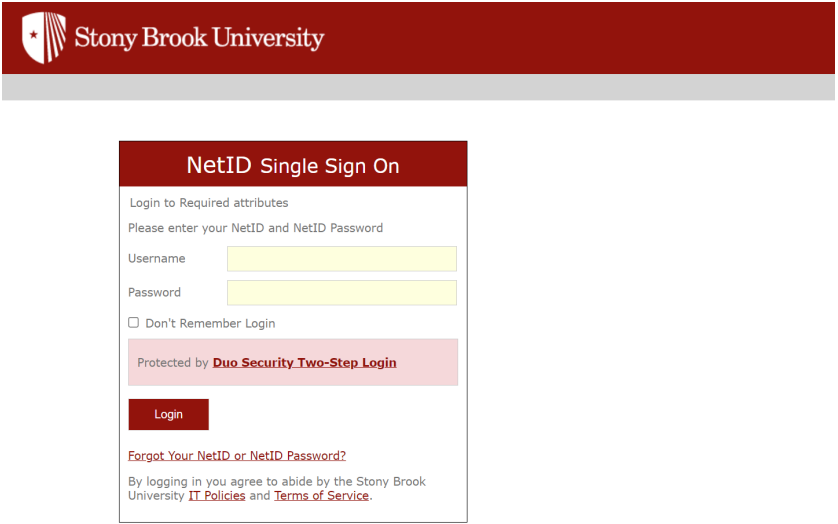| Step 2	Signing in with NetID and Password

Once you have successfully entered your email address, you will be redirected to the Stony Brook Single Sign On webpage to authenticate with DUO.

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 "Go to Reset Tool" – you will need your Stony Brook ID (9-digit ID) and two methods to authenticate your account.

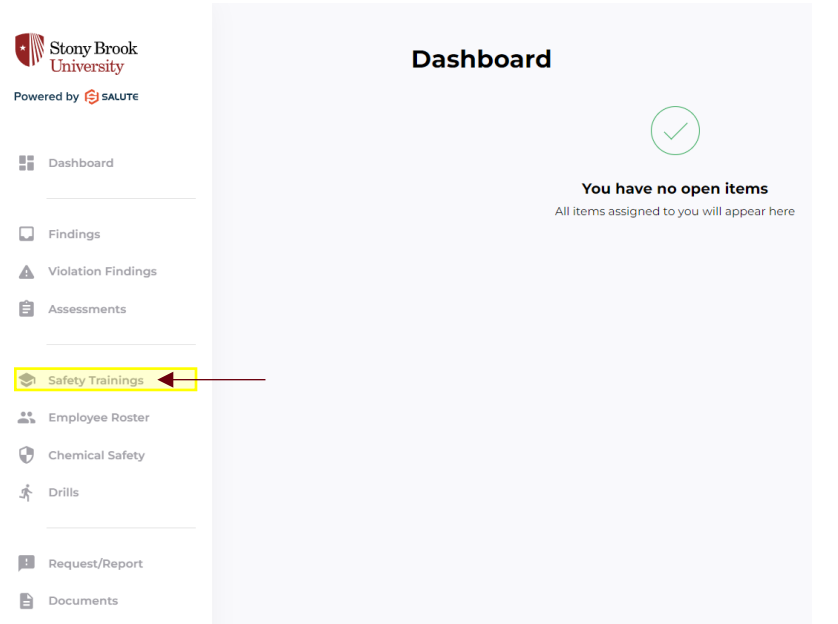Click here to view this DoIT Training video on how to find your NetID

Stony Brook University

NetID Single Sign On

Login to Required attributes
Please enter your NetID and NetID Password

Username

Password

☐ Don't Remember Login

Protected by **Duo Security Two-Step Login**

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.

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.
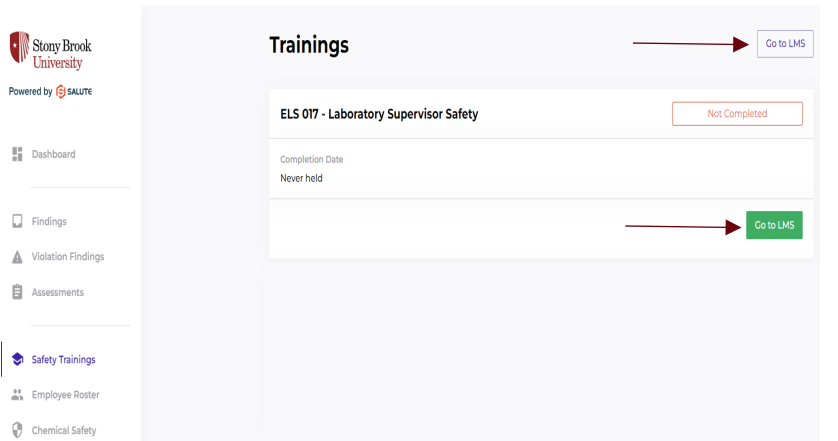
Stony Brook University
Powered by SALUTE

- Dashboard
- Findings
- Violation Findings
- Assessments
- Safety Trainings
- Employee Roster
- Chemical Safety
- Drills
- Request/Report
- Documents

Dashboard

You have no open items
All items assigned to you will appear here

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)
- A link to the LMS website

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

Stony Brook University
Powered by SALUTE

- Dashboard
- Findings
- Violation Findings
- Assessments
- Safety Trainings
- Employee Roster
- Chemical Safety

Trainings

Go to LMS

ELS 017 - Laboratory Supervisor Safety   Not Completed

Completion Date
Never held

Go to LMS

Alternatively, you can visit https://lms.salutesafety.com to access the Learning Management System. This will ask you to login with your Stony Brook University NetID and password, as shown above.

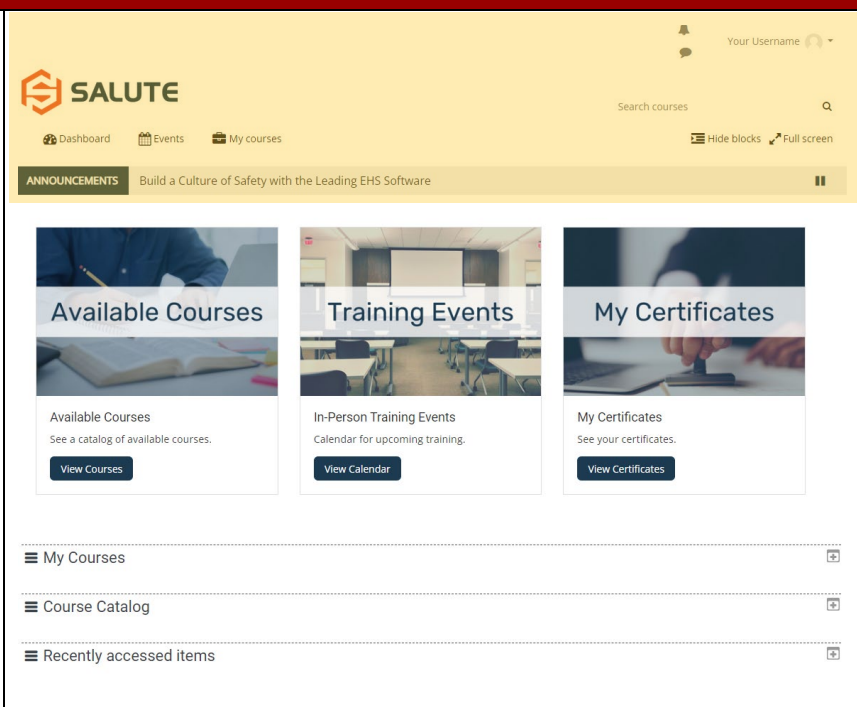| Step 5	Navigating the Environmental Health & Safety LMS Portal

Top Section (*highlighted in yellow*)**:**

The "Notifications Menu" is the small bell icon next to your name in the top right corner of the portal. This will alert you of any courses you have been enrolled in through the LMS.

"Dashboard" is below the "Salute" logo. This will take you back to the main page of the LMS.

"Events" will show you any upcoming scheduled training courses available for registration.

"My Courses" will show any courses you are currently enrolled in or have previously taken through the LMS.
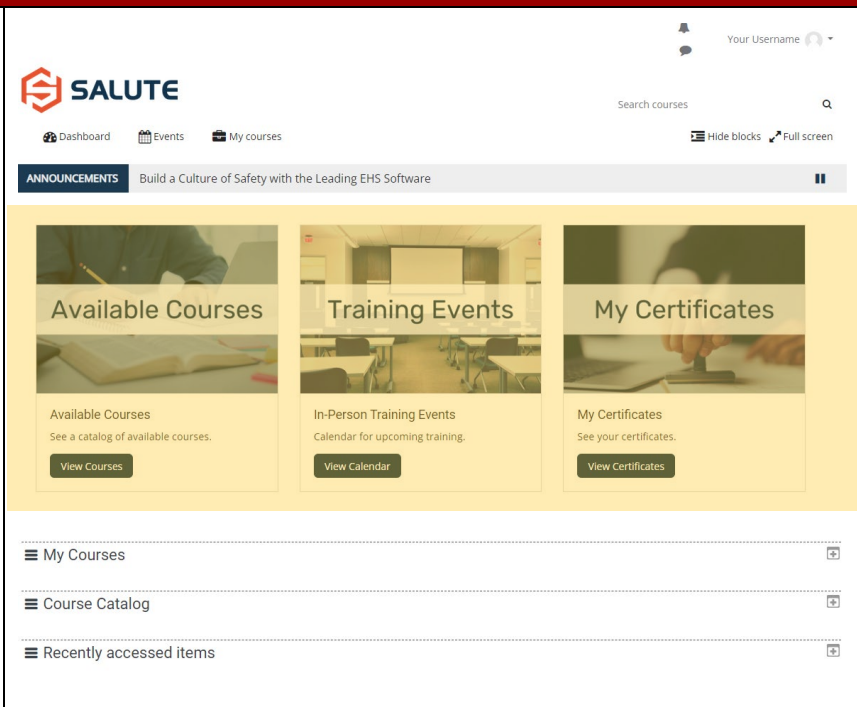

Step 5 Cont.	Navigating the Environmental Health & Safety LMS Portal

Middle Section (*highlighted in yellow*)**:**

"Available Courses" will show you all available in-person and online courses.

"Training Events" will show you any upcoming scheduled training courses available for registration.

"My Certificates" is where you can view any completed course certificates. These are for your record keeping only.
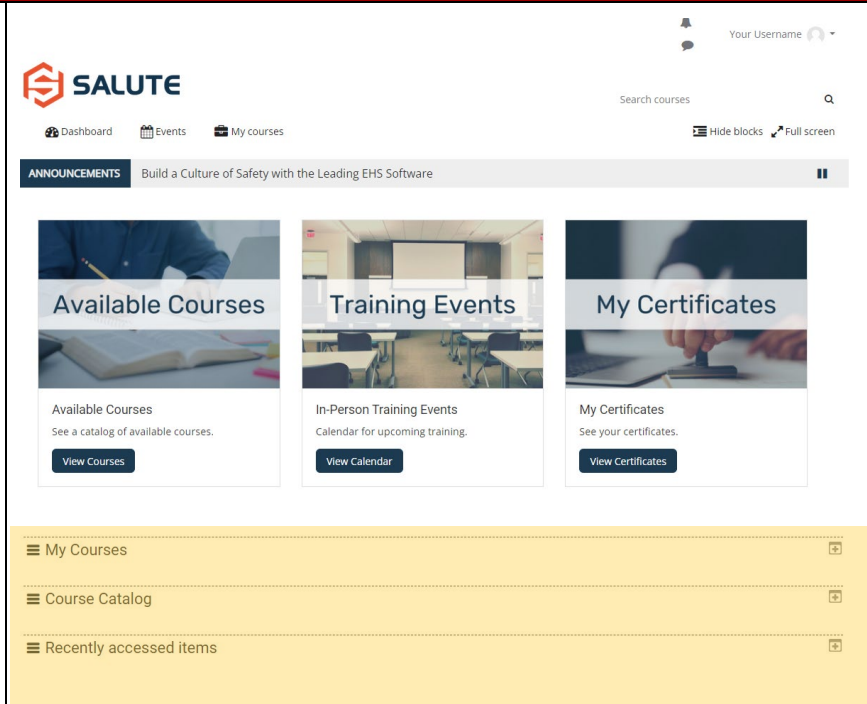
Step 5 Cont.	Navigating the Environmental Health & Safety LMS Portal

Bottom Section (*highlighted in yellow*)**:**

"My Courses" will show you any courses that you have been assigned to complete or self-enrolled courses.

"Course Catalog" lists all the in-person and online courses (with details) offered by the Department of Environmental Health & Safety.

"Recently accessed items" shows any courses that you have visited. This will list courses in the order in which they are visited and does not differentiate whether it is an assigned course, self-assigned enrolled course, or a completed course.

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.
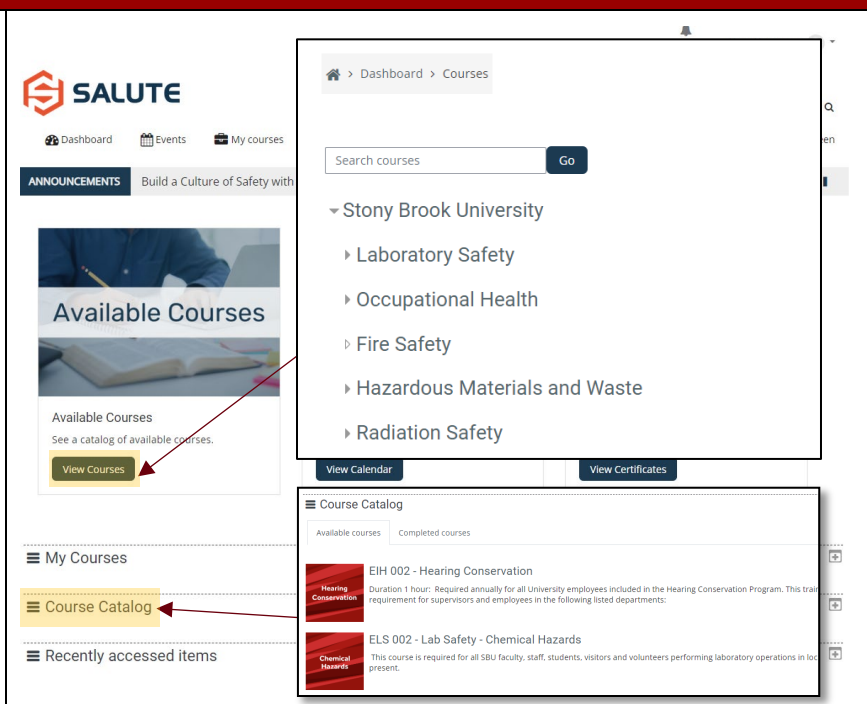
Self-Enroll into a Course

Step 1	Navigate the Course Catalog

Clicking on "View Courses" will take you to an expanded list of available training courses, where you can choose from a variety of courses categorized by departments.

To enroll in the course, select the course title and choose "Self-Enroll"

Alternatively, you can register for some courses listed in the "Course Catalog" on the main page of the LMS dashboard. Simply click on the course title and "Self-Enroll."
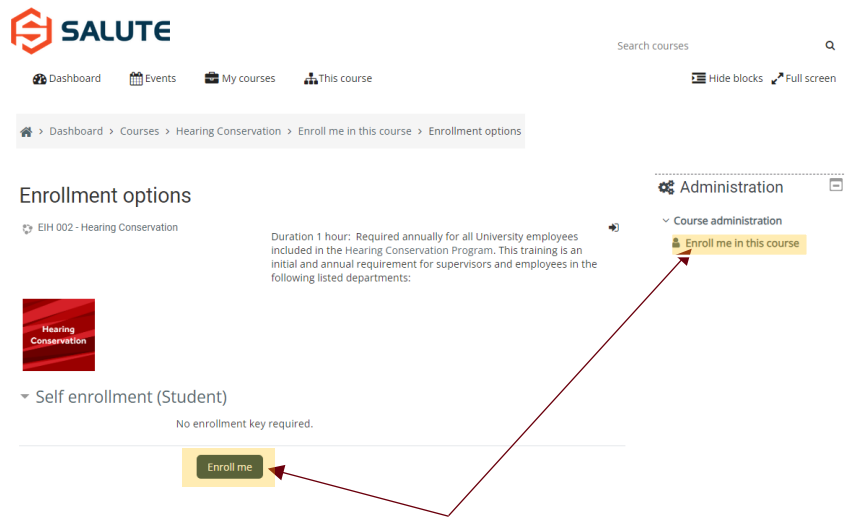
Some courses will not allow a user to self-enroll. These courses will include additional contact information on how to register for the course.

Step 2	Select the Course

Locate a course from the list of available courses.

Click on the "Enroll me" button below the course or "Enroll me in this course" on the right-side Administration menu.


Both will enroll the user into the course.

Step 3	Complete the Course

Once a user has enrolled into the course it will become available and all topics that require completion will be visible.

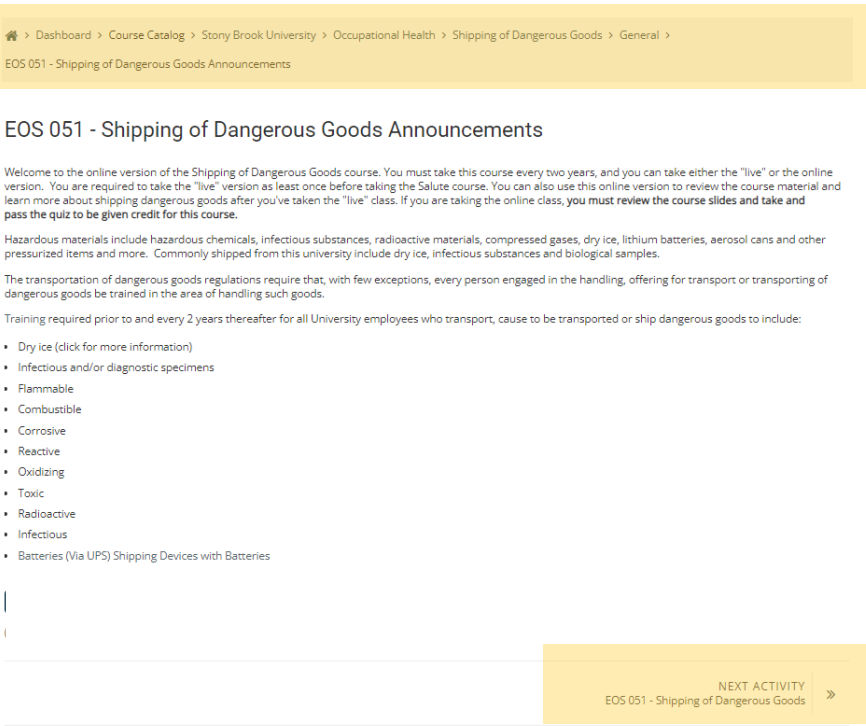Every online course within the LMS should have the following:
- Announcement Page
- Course Presentation
- References, Documents & Links
- Quiz
- Certificate of Completion

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.
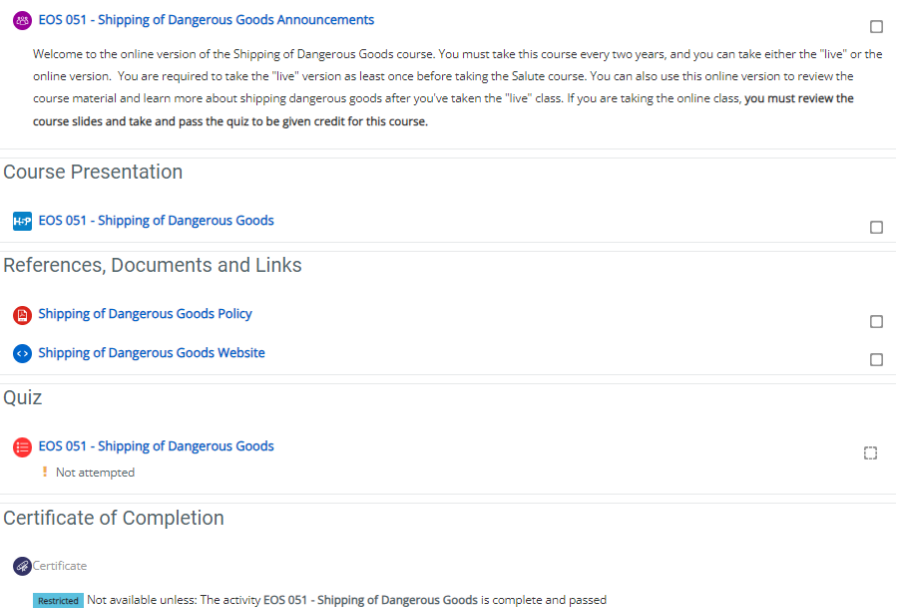
Information to Help Navigate the Course Content

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

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 topics list.

🏠 › Dashboard › Course Catalog › Stony Brook University › Occupational Health › Shipping of Dangerous Goods › General ›
EOS 051 - Shipping of Dangerous Goods Announcements

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 quiz to be given credit for this course.**

Hazardous materials include hazardous chemicals, infectious substances, radioactive materials, compressed gases, dry ice, lithium batteries, aerosol cans and other pressurized items and more. Commonly shipped from this university include dry 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 transporting of dangerous goods be trained in the area of handling such goods.

Training required prior to and every 2 years thereafter for all University employees who transport, cause to be transported or ship dangerous goods to include:

- Dry ice (click for more information)
- Infectious and/or diagnostic specimens
- Flammable
- Combustible
- Corrosive
- Reactive
- Oxidizing
- Toxic
- Radioactive
- Infectious
- Batteries (Via UPS) Shipping Devices with Batteries

NEXT ACTIVITY »
EOS 051 - Shipping of Dangerous Goods

Additional Information	Useful Information Regarding Course Presentations

Slides can be navigated through the left and right arrows on the bottom of each slide.

An option to view the presentation in full screen is also available.

Some presentations may have audio or video functions, these controllers are also clearly marked and to navigate.

EOS 051 - Shipping of Dangerous Goods

Stony Brook University

Why the regulations?

IATA's Air Transportation Regulations:

- have been developed for the safety of all involved
- apply to shipping on ground or in air
- are more restrictive

By adhering to the air transportation requirements, you can ensure compliance in all modes of transportation!

UPS and the US Postal Service comply with IATA Regulations

FAR BEYOND   ENVIRONMENTAL HEALTH & SAFETY

◄ 4 / 76 ►

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 Confirming 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 LMS. Please note, because of security filters, the email may appear in your SPAM folder. As always, please use caution when accessing external links.	**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 Salute and go to Safety Trainings to access your course! Please reach out to ehsafety@stonybrook.edu if you have any questions! Thank you! Stony Brook University ↩ Reply all ← Reply → Forward

Once you access the link above, if you have logged into the system before you should be able to access the training course immediately.

If you have never logged into the LMS before, you will have to go through steps 1 and 2 under "Accessing the LMS" above.

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