

# Environmental Health and Safety: Learning Center

## NON-ISU USERS INSTRUCTIONS

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# Environmental Health and Safety: Learning Center

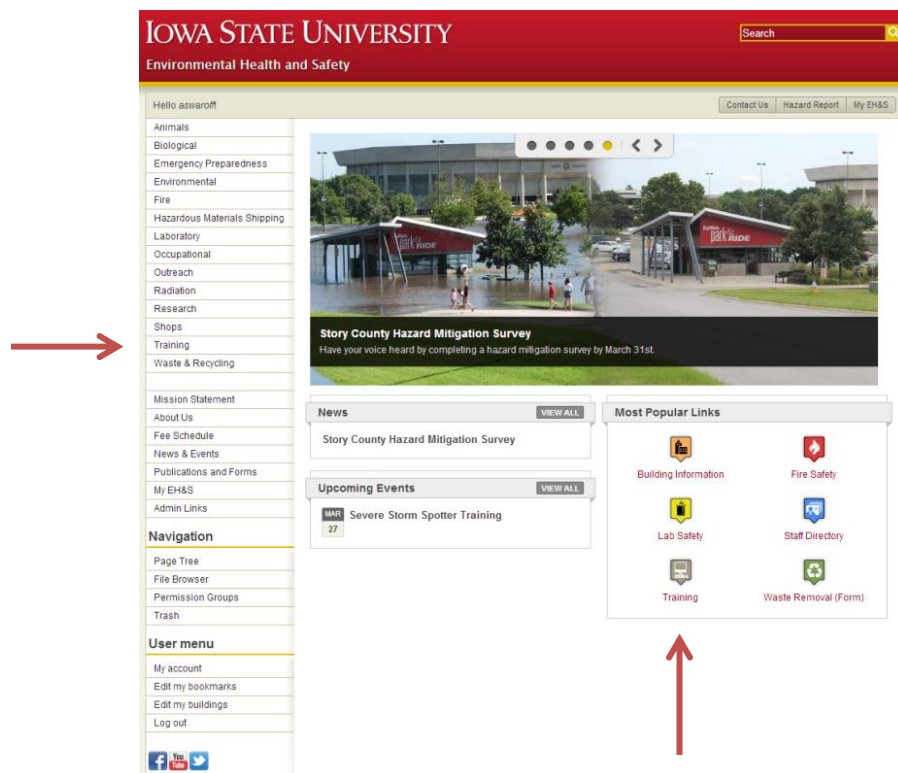
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### Create a New Account

To create a new account, you will need an authorization code. Please email [ehstrain@iastate.edu](mailto:ehstrain@iastate.edu) to request an authorization code.

Once you have your authorization code go to the Environmental Health and Safety Department website at [www.ehs.iastate.edu](http://www.ehs.iastate.edu).

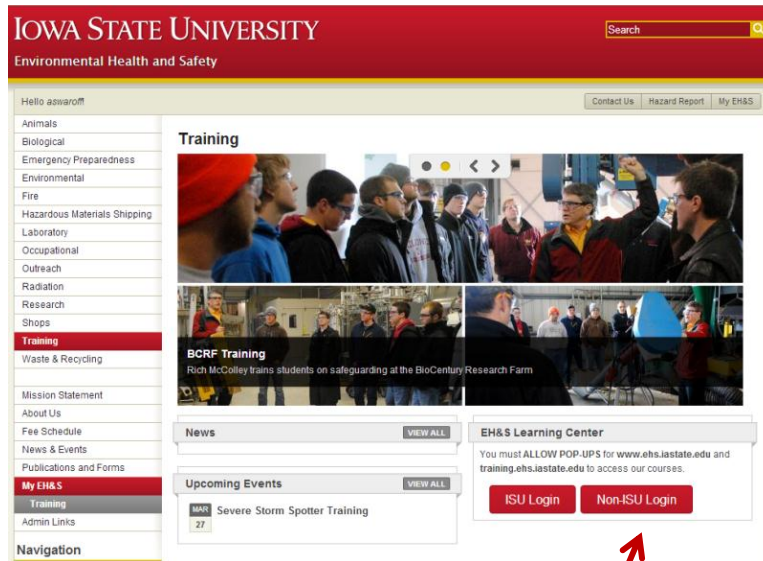


1. Select the training icon from **Most Popular Links** OR **Training** from the menu.

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2. Select **Non ISU Login**.



3. Select **Create new account**.

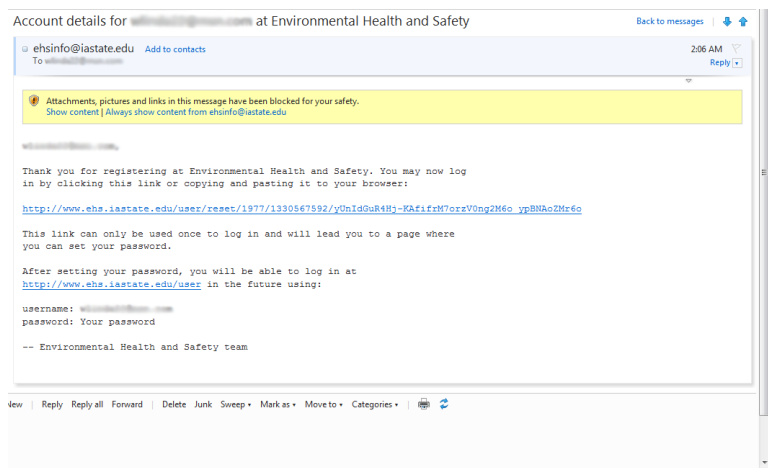
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The screenshot shows the 'User account' creation page on the Iowa State University Environmental Health and Safety website. The page has a red header with the university name and a search bar. A left sidebar contains a list of links for various services like Animals, Biological, Emergency Preparedness, etc. The main content area includes a 'Create new account' button, a 'Log in' button, and a 'Request new password' button. Below these are input fields for 'Email Address', 'First Name', 'Last Name', 'Company', and 'Training Authorization Code'. A 'Math question' section asks for the result of 1 + 1. At the bottom is a 'Create new account' button.

4. Fill in the information, answer the math question and click the **“Create new account”** button. You will be directed back to the Environmental Health and Safety website.

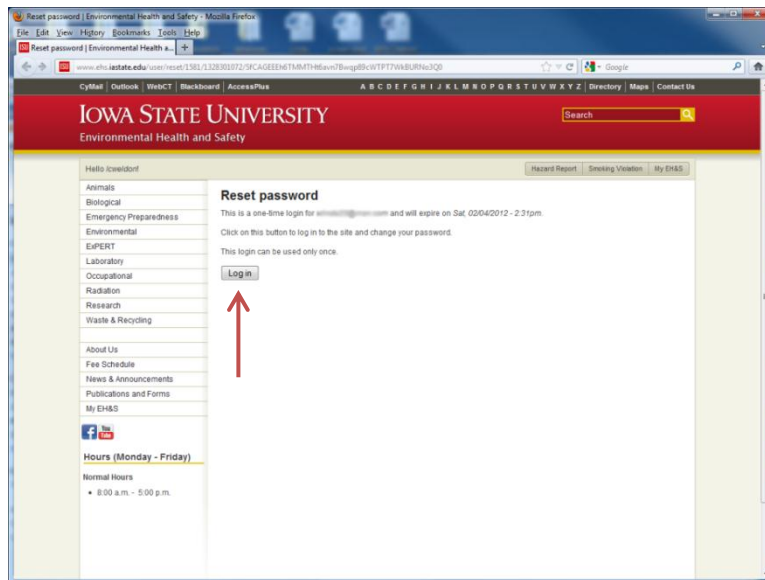


5. A welcome message with further instructions will be sent to your email account. The email will be sent from [ehsinfo@iastate.edu](mailto:ehsinfo@iastate.edu). The subject line will read **Account details for [your email] at Environmental Health and Safety**. Follow the instructions outlined in the body of the email.

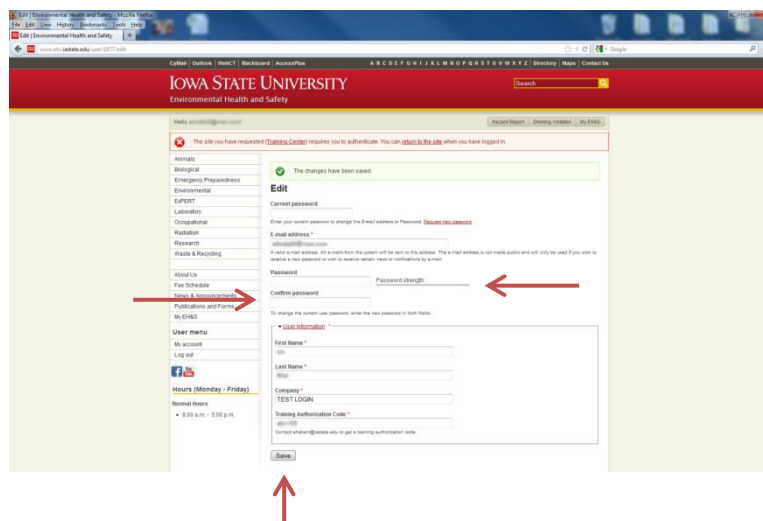
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6. Selecting the link in the email will take you to this screen. Select **Log In** to continue.



7. Fill in your **Password** and **Confirm Password**. Edit **User Information** if needed. Select **Save**.

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**User menu**  
[My account](#)  
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[Log out](#)

[Facebook](#) [Twitter](#)

**Edit**

**Current password**  
Enter your current password to change the E-mail address or Password. [Request new password](#)

**E-mail address \***  
[aswaroff@iastate.edu](#)  
A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

**Password** **Password strength:**  
[ ] [ ]

**Confirm password**  
[ ]

To change the current user password, enter the new password in both fields.

**User Information**

**First Name \***  
[ ]

**Last Name \***  
[ ]

**Company \***  
[ ]

**Training Authorization Code \***  
[ ]  
Contact [ehs@iastate.edu](#) to get a training authorization code.

**Save**

- Now that you have created your account and password select Training from the menu on the left to continue to log into the EH&S Learning Center.

**IOWA STATE UNIVERSITY** [Search](#)

**Environmental Health and Safety**

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**Navigation**  
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**Training**

**BCRF Training**  
Rich McColley trains students on safeguarding at the BioCentury Research Farm

**News** [VIEW ALL](#)

**Upcoming Events** [VIEW ALL](#)

**EH&S Learning Center**  
You must ALLOW POP-UPS for [www.ehs.iastate.edu](#) and [training.ehs.iastate.edu](#) to access our courses.

**ISU Login** **Non-ISU Login**

- Select the **Non ISU Login** button.

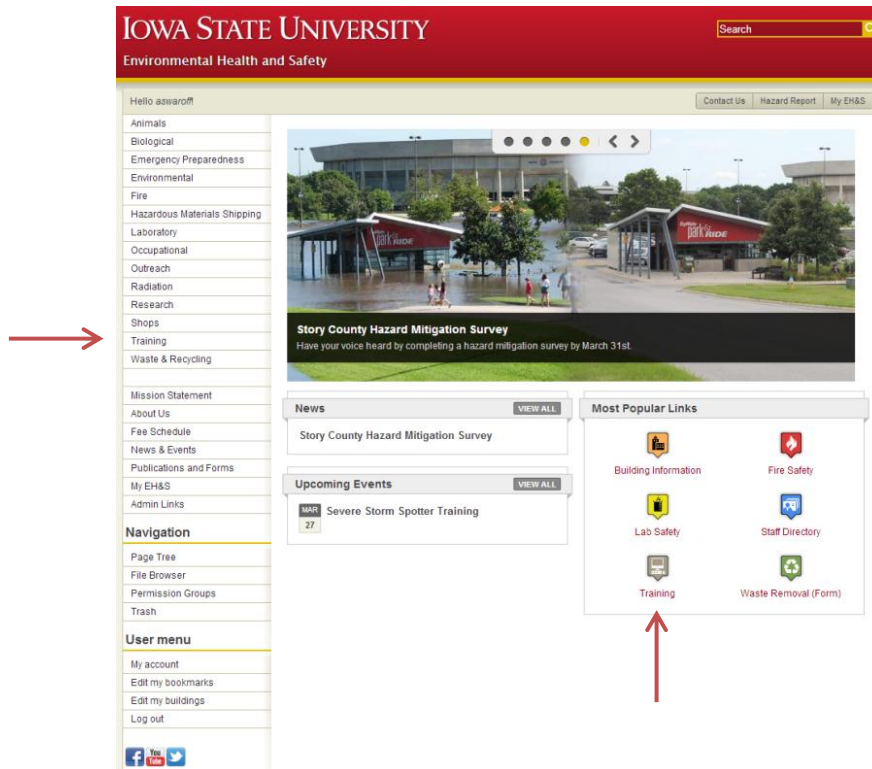
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### Log In the EH&S Learning Center

Once you have an existing account within the EH&S Learning Center, you may log in using these steps.

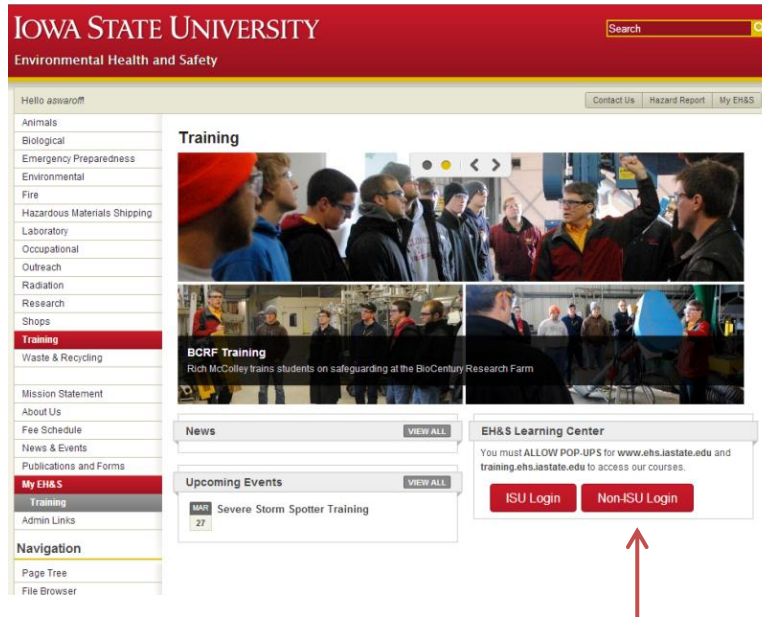


1. Select the training icon from **Most Popular Links** OR **Training** from the menu.

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2. Select the Non-ISU Login button.



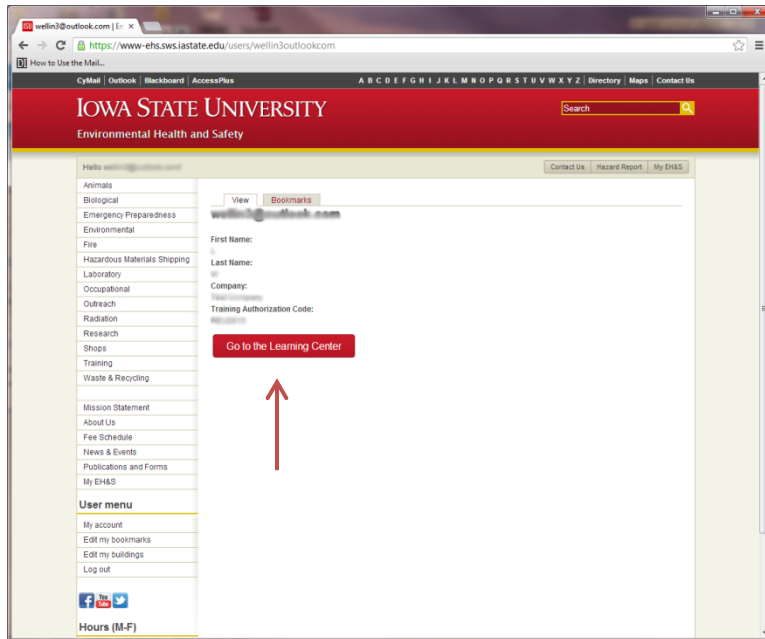
3. Enter your email address and password. Select **Log In**.



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4. Select **Go to the Learning Center**.

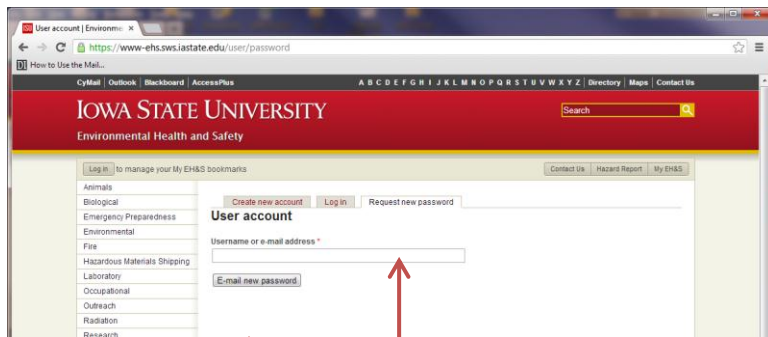
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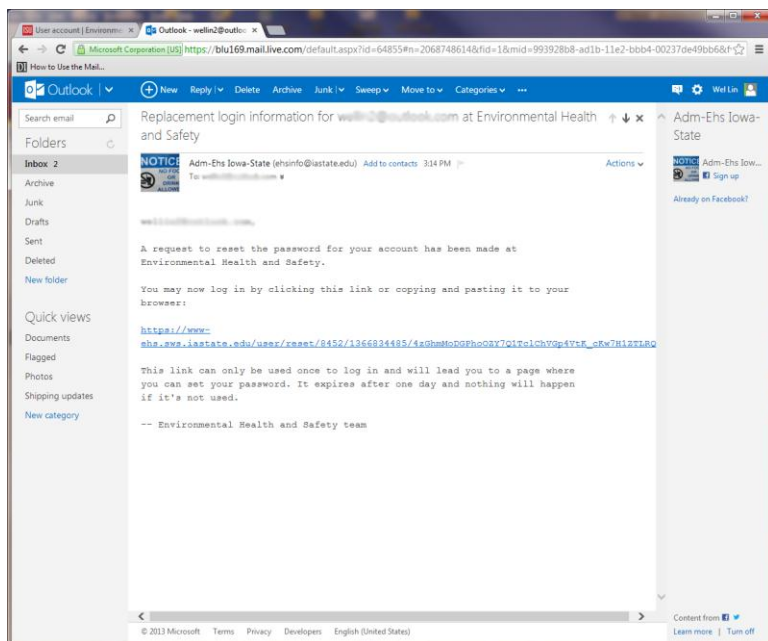
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### Request a New Password

We do not keep record of your password. If you forget your password you will need to request a new password. To do this you will need to go to the EH&S Learning Center Training Page and Select Non-ISU Log In as if you were logging into the EH&S Learning Center.



1. Select **Request New Password**, enter your email address and click on **E-mail new password**. Instructions will be sent to your email account.

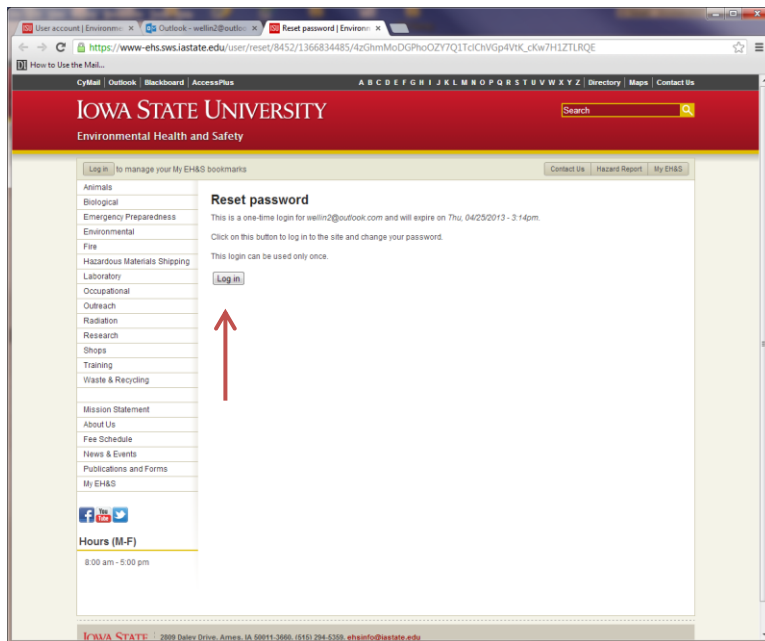


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- 
2. The email will be sent from **ehsinfo@iastate.edu**. The subject line will be **Replacement login information for {your email} at Environmental Health and Safety**. Click on the link in the email to change your password. You will be directed back to the Reset Password screen.



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- 
3. Select **Log In**.

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Environmental Health and Safety

Hello [\[username\]](#)

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**Edit**

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password strength: **Weak**

To make your password stronger:

- Have it at least 8 characters
- Add lowercase letters
- Add uppercase letters
- Add numbers
- Add punctuation

To change the current user password, enter the new password in both fields.

**User Information**

Contact [eh&s@iastate.edu](#) to get a training authorization code.

4. Enter your new password and confirm password. At this same time you may edit your information if needed. Click on **Save**.

Environmental Health and Safety

Hello [\[username\]](#)

[Contact Us](#) [Hazard Report](#) [My EH&S](#)

**Edit**

Enter your current password to change the E-mail address or Password. [Request new password](#)

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password strength: **Weak**

To change the current user password, enter the new password in both fields.

**User Information**

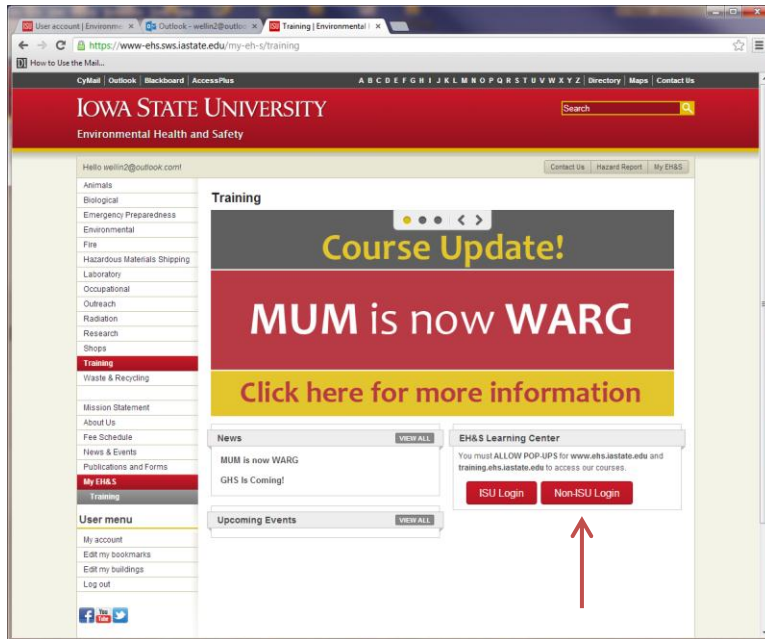
Contact [eh&s@iastate.edu](#) to get a training authorization code.

5. Select **Training** from the Menu.

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6. Select **Non-ISU Login** to enter the EH&S Learning Center.