Environmental Health and Safety

Accessing Online Biosafety Training

1. Go to MUOnLine: http://www.marshall.edu/wpmu/muonline

2. Log-in using your 901# and PIN

3. Blackboard will open. Click on the "Organizations" Tab

4. Type "safety" in the "Organization Search" box. Click "Go"

5. Under the search results you will see:

    Organization ID: train_driversafety, and

    Organization Name: Safety Training

6. Beside the Organization ID: train_driversafety, click on the Down Arrow and select "Enroll."

7. On the Self Enrollment page Click "Submit." Then click "OK".

8. You be taken to the Safety Training page.

9. Click on the "Bio-Safety" tab on the left-hand side of the page

10. Click on "Bio Safety Video" to begin the training.

11. On the first slide, enter your name as you would like it to appear on your training certificate, provided at the end of the training.

    a. Note: You must score at least 80% on the quiz.

    b. Provide your supervisor with a copy of the training certificate and keep a copy for yourself.

12. After viewing the video, return to MUOnline and complete the Bio Safety Quiz to receive credit for completing the training in the electronic database, if desired.

    a. Note: You must score at least 80% on the quiz.

Contact Tracy Smith, 696-2993, with any enrollment issue; and contact IT Service Desk, 696-3222, for any issues with accessing the video.

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