

# Workplace Hazardous Material Information System (WHMIS)

The following login instructions are for all employees (including graduate students & some students as designated through coursework).

**Are you a Supervisor?** All supervisors must also take the *WHMIS for Supervisors* training.

**Questions?** Any system/username/password questions can be directed to Shelly Kavanagh at 902-566-0901 or Liz Rostant-MacArthur at 902-566-0516 or by e-mail: HSE@upei.ca

## Getting Started

Using either Chrome or Firefox as your web browser, go to:

<https://www.skillstracking.com/NET/elearning/Account/StudentLogin.aspx>

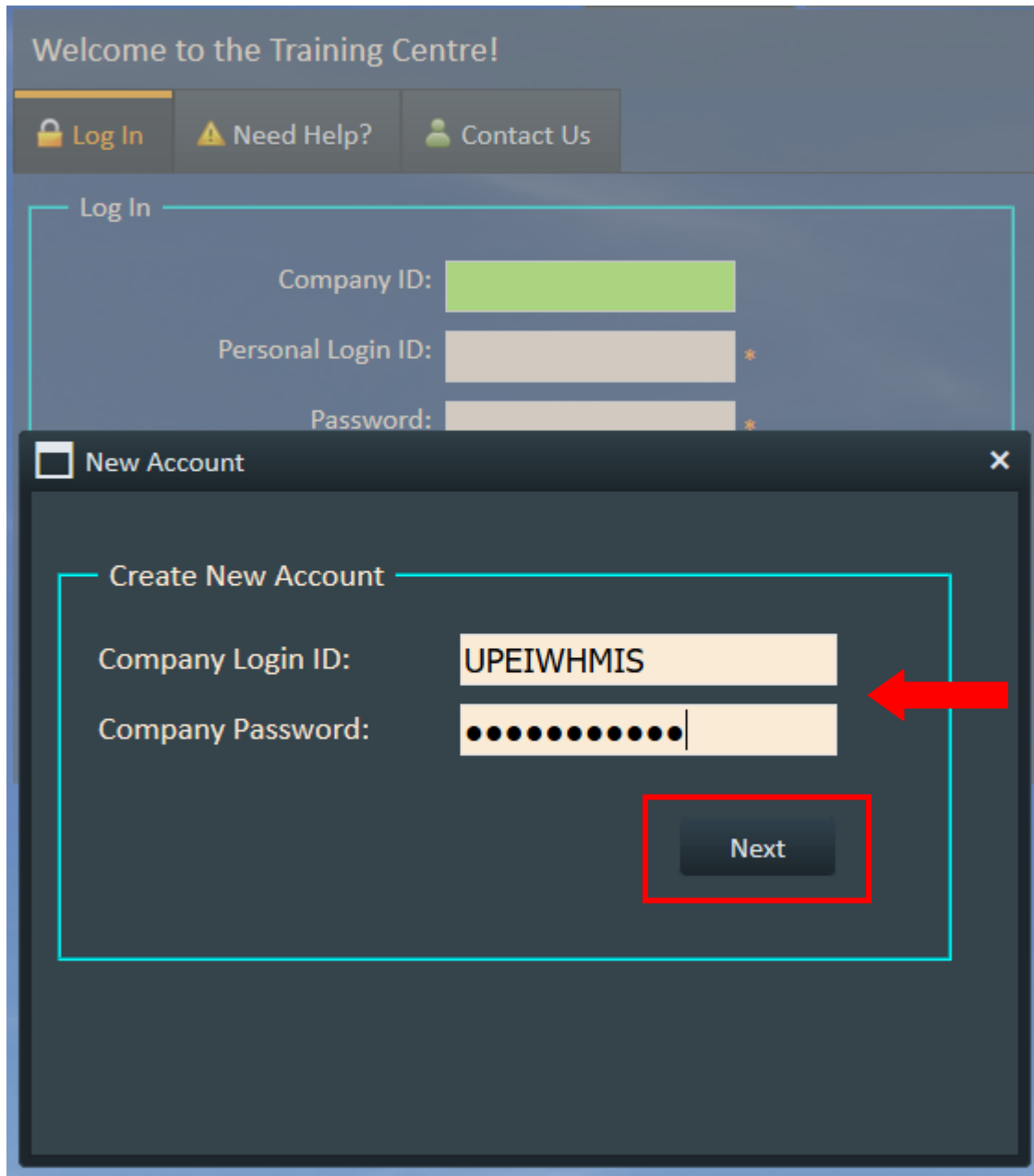
The on-line Training Centre screen will appear.

### 1. New Account

Click "Create New Account".

A screen will appear asking you to input the Company LoginID and Password. Enter the below details then click 'Next':

- a. **Company LoginID:** UPEIWHMIS
- b. **Company Password:** safetyfirst



The Learning Centre screen will appear asking for student information; complete each field then click 'Create Account':

- a. **First Name:**
- b. **Last Name:**
- c. **LoginID:** (create a unique personal login ID)
- d. **Password:** (create a password you will remember)
- e. **Confirm Password:**
- f. **Location:** (Select Location i.e. VP Academic and Research, Main Campus...)
- g. **Department:** (Select most appropriate from the drop down menu)
- h. **Job Title:** (Employee/Student, Supervisor/Manager)
- i. **Email:**

**Note:** there are several options to select from the 'Location' drop down menu and each of these will produce a different list under the drop down menu for 'Departments'; as such, you may have to select a different location to find the best description of your specific department.

Training Centre

Create Account

First Name:  \*

Last Name:  \*

Login ID:

Password:

Confirm Password:

Location:  ▼

Department:  ▼

Job Title:

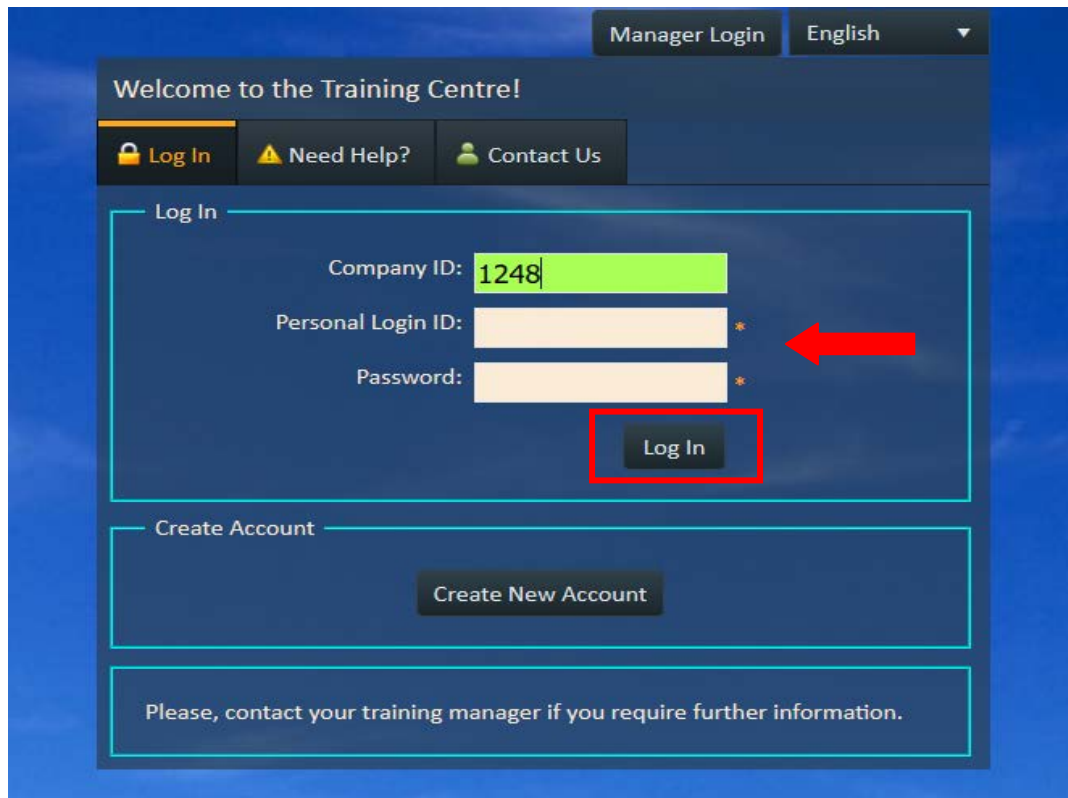
Email:

- Office of VP Academic and Research
- Robertson Library
- FSDE Students 2018/19
- AVC/VHM 231(2310) Students - Current
- Faculty of Education Students
- Previous Students
- AVC - Office of the Dean
- AVC - Veterinary Teaching Hospital
- AVC - Animal Resources
- AVC - Biomedical Sciences
- AVC - Companion Animals
- AVC - Pathology and Microbiology
- AVC - Diagnostic Services
- AVC - Health Management
- Faculty of Business
- Student Experience Hub

## 2. Existing Account

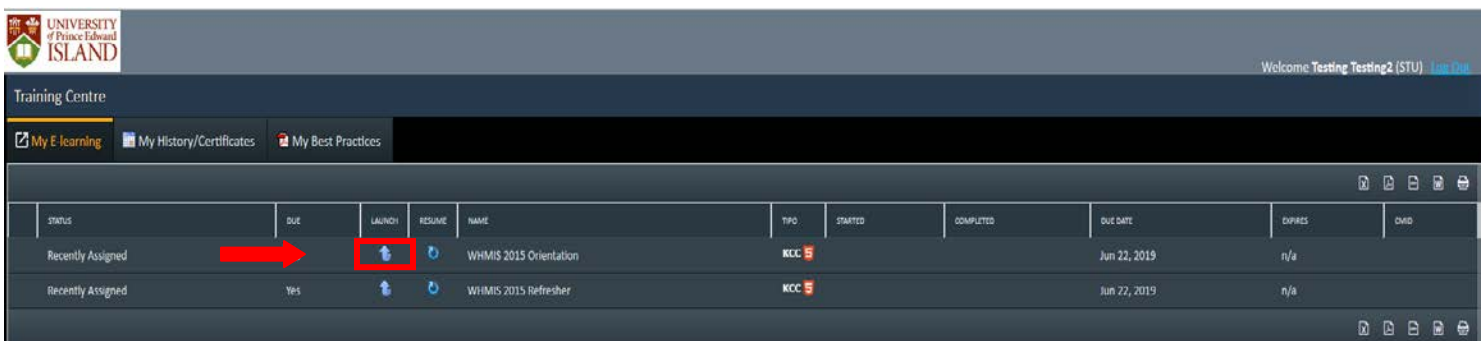
In each of the boxes, enter your previously created account information then click 'Log In':

- a. **Company ID:** 1248
- b. **Personal Login ID:**
- c. **Password:**



## 3. Training Module

Once you've successfully logged in, you will be directed to the below screen:



STATUS	DUE	LAUNCH	RESUME	NAME	TPO	STARTED	COMPLETED	DUE DATE	EXPIRES	DMD
Recently Assigned				WHMIS 2015 Orientation	KCC			Jun 22, 2019	n/a	
Recently Assigned	Yes			WHMIS 2015 Refresher	KCC			Jun 22, 2019	n/a	

**\*\*Allow Pop-up Site then double click on the required course launch arrow and begin.**

**Note:** Each employee must complete the *Orientation WHMIS* course. The *WHMIS Refresher* course is required every two years after you complete *Orientation WHMIS*.