Radiation Safety Online Training Instructions

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A. If you find your name in the search
B. If you cannot find your name in the search

If your name does appear in the search:

1. Search for your account by either:
   a. Your first and last name
2. Select your name from the options below the search bar.
   a. Select your correct ID number (in parenthesis)
   b. And correct Permit number (PI/Radiation Licensee).

EXAMPLE:

3. If the ID number (in parenthesis following your name) is not your Penn ID, you will not receive credit in Knowledge Link. Please contact EHRS and we can make the appropriate changes to ensure you receive credit.
4. Once your name is selected, select the appropriate course.
   a. If you are unsure what course to take contact EHRS
5. The quiz at the end of the training must be completed to receive credit.
   a. You will see a "Course Complete!" message and will be asked to verify your email to complete the certification.
   b. An email confirmation will be sent to you upon competition.

If your name does not appear in the search:

6. Your name should only appear in the "Trainee Information" search results if you have completed radiation training in the past. If you have never taken radiation training from EHRS, register as a new radiation user.
7. If you have recently changed your name, go back and try your previous name in the search bar.
   a. Let EHRS known so we can update your account.
8. Otherwise, enter your Penn ID in the Training Registration.
   a. If you do not have a Penn ID select "No Penn ID"
   b. A new ID will be assigned to you.

   Example:

9. Enter your First and Last Name and Email
   a. Lab number or cell phone number is optional
10. Choose a Radiation Permit
    a. Choose the type of radiation work you will be doing (Select all that apply).
       i. Clinical
       ii. cyclotron
       iii. General use
       iv. Irradiator
       v. Research
       vi. Sealed Source
       vii. X-ray
    b. Choose the PI or Radiation Licensee you will be working under.
       i. Clinical – The department or unit you work in
       ii. Cyclotron – For those who work in Cyclotron Facility
       iii. General Use – For non-radiation workers
       iv. Irradiator – The PI responsible for the irradiator you will be using
       v. Research – The PI who holds the lab's radiation license
       vi. Sealed Source – The PI who holds the sealed source license
       vii. X-Ray
          • For electron microscope training – "1 ELECTRON MICROSCOPE"
          • CT training – Your department (or "1 X-RAY USERS" if your department is not listed)
          • All other X-ray training – "1 X-RAY USERS"
       viii. If you are unsure which to choose contact EHRS or talk to your supervisor.
    c. Choose the Permit Number.
       i. Most PI's only have one permit to choose from
       ii. Select the PI's permit which corresponds to the work you will be doing.
          • If you are doing research, select research
          • If you are working with sealed sources, select sealed sources

- If you are doing Clinical work, select Clinical
- If you have questions, contact EHRS

Example:

11. Once the form is completed select Continue.
12. Select the appropriate course.
    a. If you are unsure what course to take contact EHRS.
13. The quiz at the end of the training must be completed to receive credit
    a. You will see a "Course Complete!" message and will be asked to verify your email to complete the certification.
    b. An email confirmation will be sent to you upon competition
    c. Select Exit
14. If you are completing multiple trainings DO NOT CLOSE THE BROWSER.
    a. Once you complete the course you will go back to the training screen. You can enter your first and last name (exactly as you registered) into the search parameters.
    b. The registration information will automatically be supplied for your second course and the training records will be merged.