

## Radiation Safety Online Training Instructions

**EHRIS: 215-898-7187**

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1. Search for your account by either:
  - a. Your first and last name
  - b. Or your Penn ID number (If you don't have a Penn ID number do not use this search criteria).
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:

The screenshot shows a web form titled "Trainee Information". It has two input fields for "\*First Name" and "\*Last Name", both containing the text "test2". Below these is a section labeled "OR ID Number" with a "Search By ID" input field. At the bottom of the form are two buttons: "Search" (green) and "Not Found" (white). Below the buttons, there are two radio button options. The first option is "I am, Test Test2 (33080016) working under the following Permit(s): R-220 (Radiation Safety), R-226 (Radiation Safety)". The second option is "I am, test test2 (TEMP-0001) working under the following Permit(s): R-10 (1 Radiation Safety), R-480 (1 Radiation Safety)". The second option is selected with a radio button.

3. Once your name is selected, select the appropriate course.
  - a. If you are unsure what course to take consult EHRIS.
4. 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 completion.

If your name does not appear in the search:

5. If you have recently changed your name, go back and try your previous name in the search bar.
  - a. Let EHRIS know so we can update your account.

6. 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:

The screenshot shows a 'Training Registration' window. It has two main input areas. The first is labeled 'ID #' and contains a text box with the value '12345678'. To the right of this field is a note: 'Penn ID must be recorded to receive credit in Knowledge Link'. Below this, there is a '-OR-' separator. The second input area is labeled 'No ID #' and contains a dropdown menu currently showing 'No Penn ID'.

7. Enter your First and Last Name and Email
  - a. Lab number or cell phone number is optional
8. Choose a Radiation Permit
  - a. Choose the type of radiation work you will be doing (If multiple apply, select more).
    - i. Active (Research)
    - ii. Clinical
    - iii. X-ray
  - b. Choose the PI or Radiation Licensee you will be working under.
    - i. Research – Will be your PI or the PI who holds radiation license
    - ii. Clinical – the department you work in
    - iii. 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”
    - iv. 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:

The screenshot shows a form with two main sections. The first section is labeled '\*PI/Licensee' and has a dropdown menu currently showing 'Radiation Safety, EHRS'. The second section is labeled '\*Permit Number' and has a dropdown menu that is open, showing a list of options. The options are: R-220 (RAM, Research), R-226 (RAM, Clinical), and R-UBR1 (RAM, Sealed Source). There are also buttons for 'Reset Form' and 'Cancel' visible on the left side of the form.

9. Once the form is completed select Continue.
10. Select the appropriate course.
  - a. If you are unsure what course to take consult EHRS.
11. 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 completion