Due to recent improvements in the www.safetytraining.nih.gov website it is now easier than ever to track the status of personnel at NIH. This is a brief guide of the steps you need to take to set up and begin tracking training for you staff.
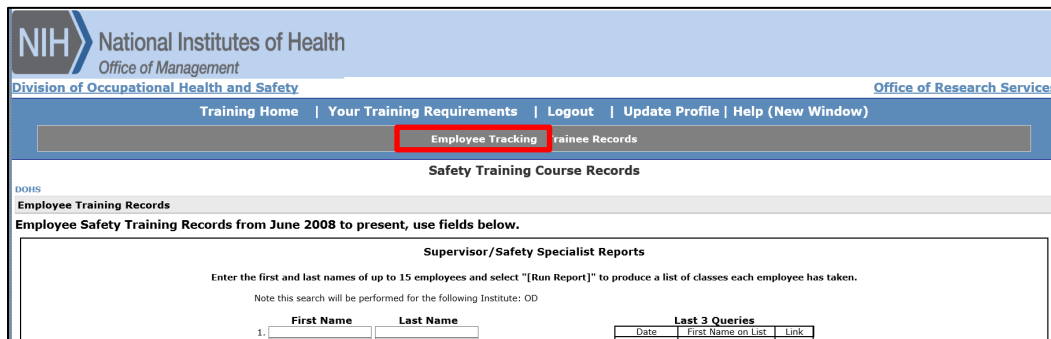
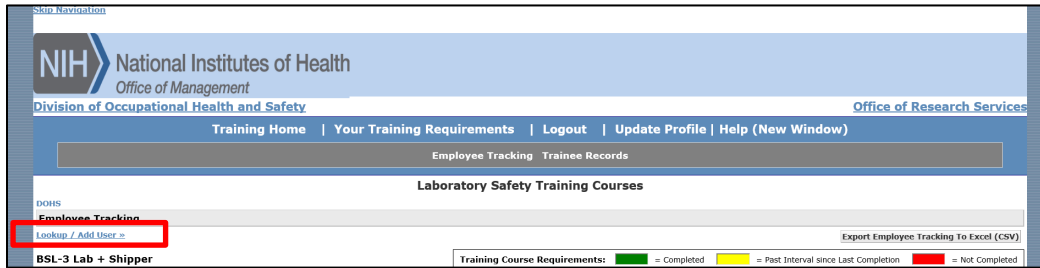**Step 1.** Select "Account Login", Located in the upper right corner of the screen.
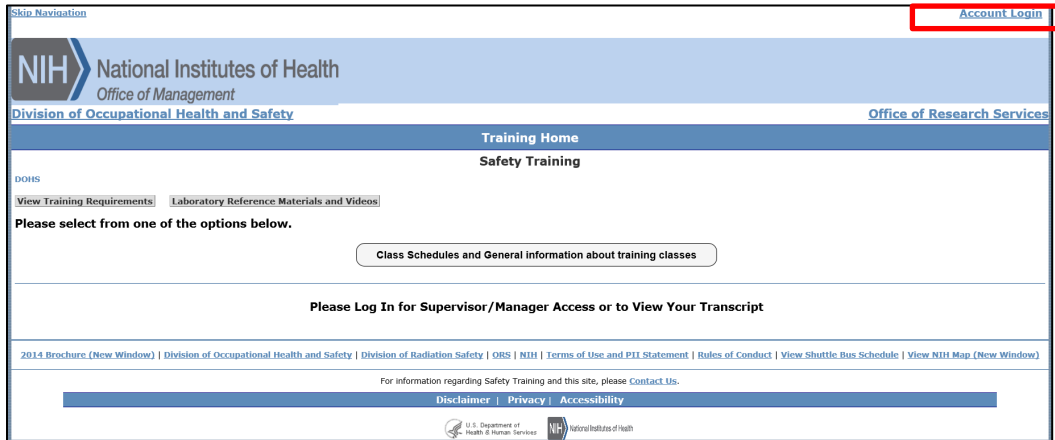
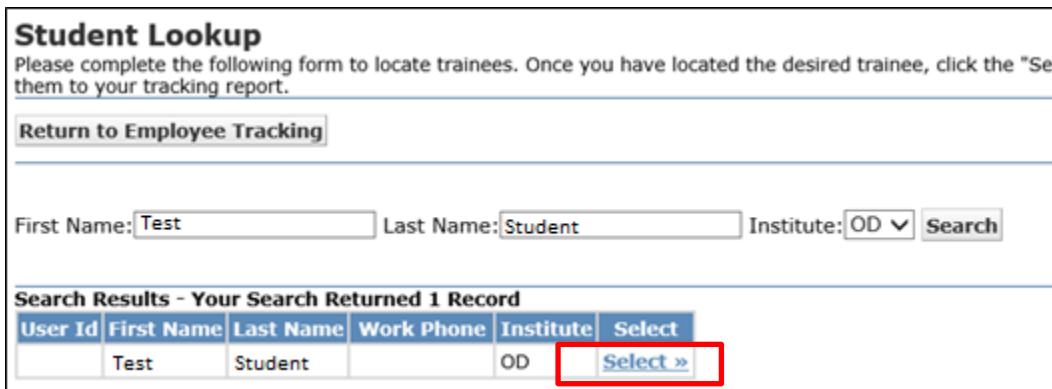**Step 2.** Choose your login option or create a new account if you do not have one.
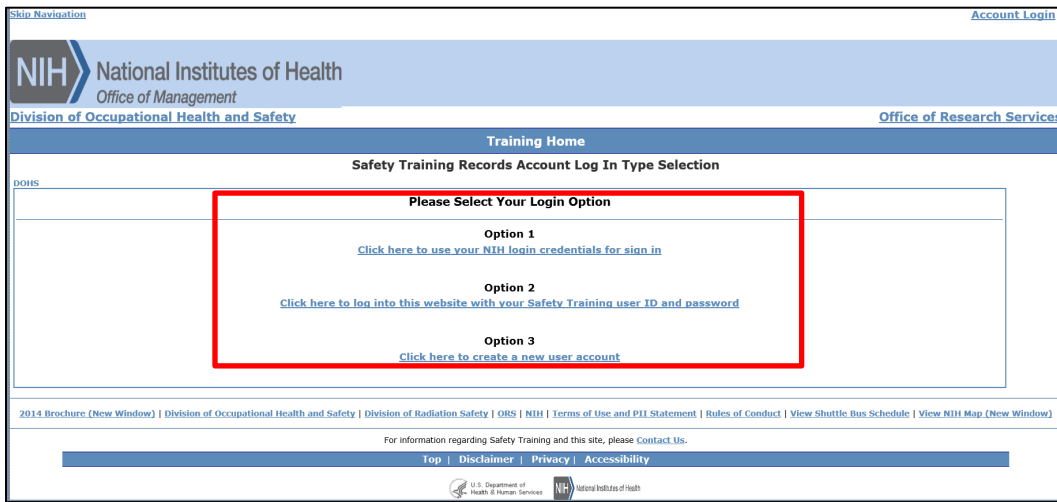
Step 3. Click on "Employee Tracking".

**Step 4.** Click on "Lookup / Add User".

Step 5. Type in the first and/or last name of the employee you want to track, then select them from the list.

Step 6. Select the role for that employee.

Step 7. Select the employee job function from the menu. There are descriptions of the positions displayed when you select a category. Click on "Proceed" after you have found the appropriate category.
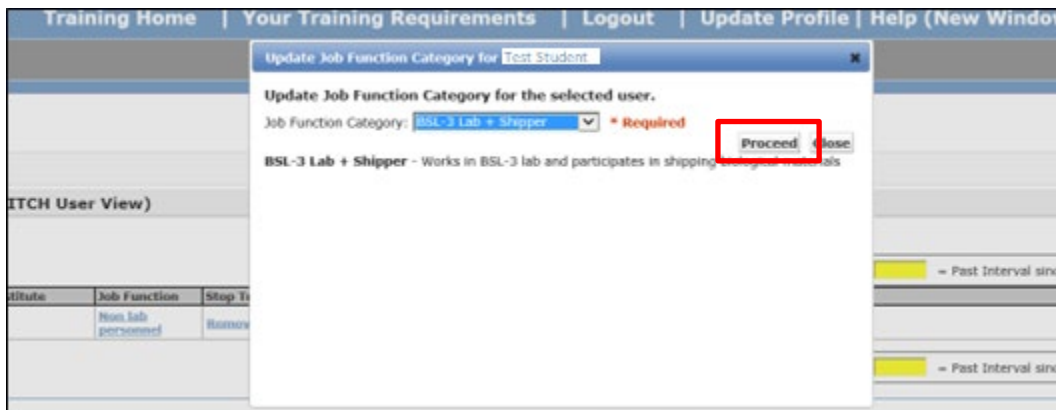
Step 8. Repeat with each employee you want to track. Upon completion you will have a color coded view of your groups training status. Green is up-to-date. Yellow is expired. Red is never completed.

BSL-3 Lab + Shipper								Training Course Requirements: ■ = Completed □ = Past Interval since Last Completion ■ = Not Completed
FName	LName (transcript)	Institute	Job Function	Biological Materials Shipper Training	Lab Safety	Bloodborne Pathogen Training	BSL-3	Stop Tracking
One	Student	OD	BSL-3 Lab + Shipper	03/10/2011	01/09/2014 Refresher - Lab Safety	01/09/2014 Refresher - Bloodborne Pathogens	03/11/2014 Biological Safety Level 3 Training	Remove
Test	Student	OD	BSL-3 Lab + Shipper				05/31/2013 Biological Safety Level 3 Training	Remove
Two	Student	OD	BSL-3 Lab + Shipper	01/11/2010	01/27/2014 Refresher - Lab Safety	03/05/2014 Refresher - Bloodborne Pathogens	07/18/2012 Biological Safety Level 3 Training	Remove
						Training Course Requirements: ■ = Completed □ = Past Interval since Last Completion ■ = Not Completed		

That's all there is to it. Just set up your tracking list and log in periodically to check the status of the personnel you are responsible for tracking.