SAFETYCAST IN A MINUTE VIDEO SCRIPT - Training Registration

INTRO

[NIH Logo Centered]

Welcome to Safetycasts in A Minute presented to you by the National

Institutes of Health.

SLIDE TITLE

[Picture of a computer]

This episode covers the basics of registering or updating a Division of

Occupational Health and Safety training account.

The main registration page is located on line at

https://www.safetytraining.nih.gov .

 [**Fade to black**]

MAIN PAGE

[Screenshot of TRAINING REQUIREMENTS AND AVAILABLE

COURSES Page.]

 [Cursor click on ACCOUNT LOGIN button.]

On this main page, you can log in to your safety training account …

[Screenshot of Update Profile and Select Course Page.]

After you log in you will be brought to the Update Profile and Select Course

page.

[Cursor moves to the first line on the page]

When setting up or updating your safety training account, it is important to note, fields marked with an asterisk are mandatory.

[Curser glides past the first and last name categories]

Input your NIH badge number in the format required.

[Curser moves to the badge number category format]

Include a working email address.

[Curser moves to the email address category. Email address populates the field]

[Curser moves to the Institute field drop down list]

Selecting the correct Institute is important for maintaining your records.

[Curser moves to the Job Function category drop down list]

The Job Function category indicates for what classes you will see reminders.

Use the drop down list to select a category.

[Curser clicks on the blue "I" button next to Job Function.] [Pop-up window appears][Pop-up window closes]

Click on the blue "I" button to bring up a pop-up window which explains the Job Function categories.

[Curser moves to the scroll bar at My role at NIH]

The category "My Role at NIH" contains a list of roles. Pick the most accurate role for your work at NIH.

[Curser moves to the bottom of the page and hovers over "save changes" button]

Once you are finished filling out or correcting your profile, click on the save changes button, to accept this information.

CLOSE

[Division of Occupational Health and Safety. National Institutes of Health. Office of Research Services.]

For information on this or other NIH Safety Programs, contact the Division of Occupational Health and Safety at 301-496-2960 or visit

http://go.usa.gov/xCCae.