

EHSC Website Job Aid:

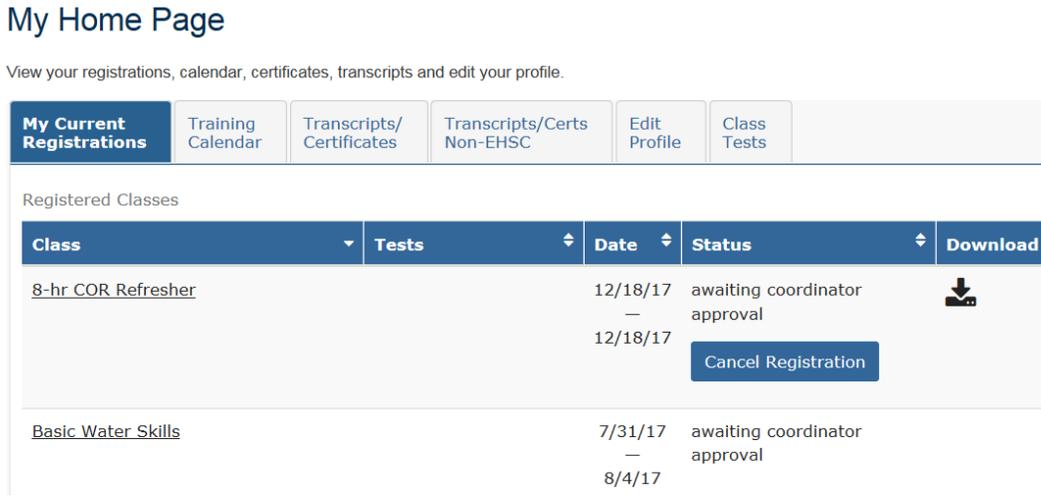
FINDING AND REGISTERING FOR CLASSES

Option #1: Classes or Option #2: My Home Page Calendar

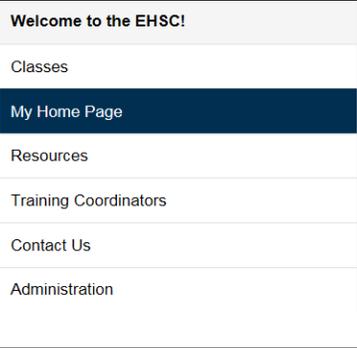
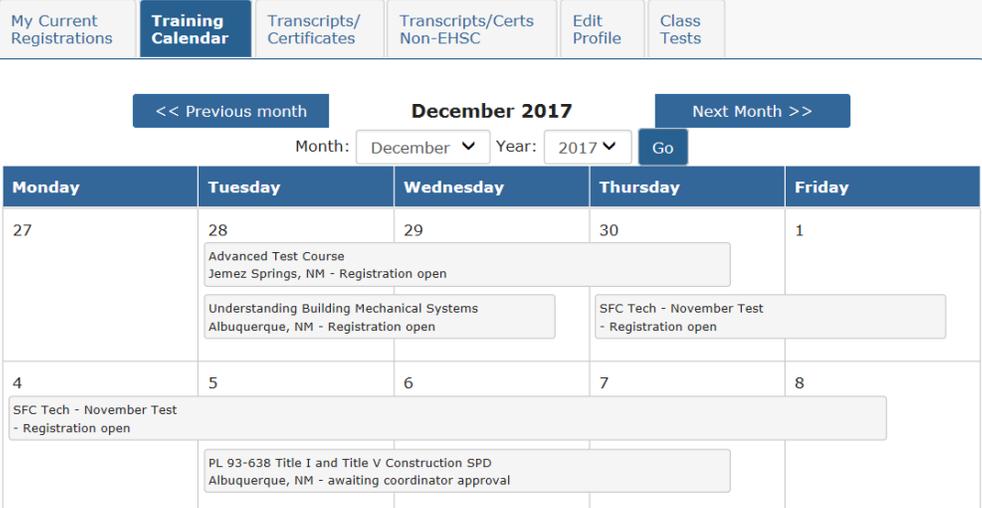


Option #1: Classes

Step	What To Do																										
1.	Open EHSC Website (ihs.gov/ehsc)																										
2.	Click on the CLASSES option from the navigation panel																										
3.	Find your class <ul style="list-style-type: none"> - Option A: Scroll through all classes - Option B: Search by name or portion of name - Option C: Search by category (e.g., FAC, EHS, SFC) 	<p>Classes</p> <p>Search Q</p> <p>Please enter a course name below and click "Search" to view available classes.</p> <p>Course Name or Description <input type="text"/> Select Type <input type="text"/> Select Category <input type="text"/> Search</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Date</th> <th>Location</th> <th>Status</th> <th>Category</th> </tr> </thead> <tbody> <tr> <td>Understanding Building Mechanical Systems</td> <td>11/28/17 - 11/29/17</td> <td>Albuquerque, NM</td> <td>Available</td> <td></td> </tr> <tr> <td>Advanced Test Course</td> <td>11/28/17 - 11/30/17</td> <td>Jemez Springs, NM</td> <td>Available</td> <td>,IP</td> </tr> <tr> <td>SFC Tech - November Test</td> <td>11/30/17 - 1/30/18</td> <td></td> <td>Available</td> <td>FAC,OM,SFC</td> </tr> <tr> <td>PL 93-638 Title I and Title V Construction SPD</td> <td>12/5/17 - 12/7/17</td> <td>Albuquerque, NM</td> <td>Available</td> <td>EM,SFC,FAC</td> </tr> </tbody> </table>	Class	Date	Location	Status	Category	Understanding Building Mechanical Systems	11/28/17 - 11/29/17	Albuquerque, NM	Available		Advanced Test Course	11/28/17 - 11/30/17	Jemez Springs, NM	Available	,IP	SFC Tech - November Test	11/30/17 - 1/30/18		Available	FAC,OM,SFC	PL 93-638 Title I and Title V Construction SPD	12/5/17 - 12/7/17	Albuquerque, NM	Available	EM,SFC,FAC
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4.	Click on class name <ul style="list-style-type: none"> - Read description 	<p>Advanced Test Course</p> <p>Category:</p> <p>Dates: Nov 28, 2017 - Nov 30, 2017</p> <p>Registration opens: 8/23/17 10:00 AM</p> <p>Registration closes: 11/27/17 8:30 PM</p> <p>Location: Jemez Springs, NM</p> <p>Description: test</p> <p>Learning Outcomes:</p> <p>Prerequisites:</p> <p>Credits: 0</p> <p>Tuition: \$0.00</p> <p>Coordinator: NA</p> <p>Instructors: Whiley Coyote,Ghengis Khan,Howard Morgan</p> <p>Supporting Documents: C2_Asthma (Kenyon)_508.pdf 4_Behavioral Health Screening Best Practices (Turner)_508.pdf</p> <p>You must have a student profile and be logged in to register for this class. Login here .</p>																									
5.	Click LOG IN to sign in to website	<p>You must have a student profile and be logged in to register for this class. Login here .</p>																									

6.	Click REGISTER to sign up for class – or – click CANCEL to return to CLASSES screen																					
7.	Verify status on MY HOME PAGE: CURRENT REGISTRATIONS	 <p>My Home Page</p> <p>View your registrations, calendar, certificates, transcripts and edit your profile.</p> <p>My Current Registrations Training Calendar Transcripts/Certificates Transcripts/Certs Non-EHSC Edit Profile Class Tests</p> <p>Registered Classes</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Tests</th> <th>Date</th> <th>Status</th> <th>Download</th> </tr> </thead> <tbody> <tr> <td>8-hr COR Refresher</td> <td></td> <td>12/18/17 — 12/18/17</td> <td>awaiting coordinator approval</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>Cancel Registration</td> <td></td> </tr> <tr> <td>Basic Water Skills</td> <td></td> <td>7/31/17 — 8/4/17</td> <td>awaiting coordinator approval</td> <td></td> </tr> </tbody> </table>	Class	Tests	Date	Status	Download	8-hr COR Refresher		12/18/17 — 12/18/17	awaiting coordinator approval					Cancel Registration		Basic Water Skills		7/31/17 — 8/4/17	awaiting coordinator approval	
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Option #2: My Home Page - Calendar

Step	What To Do																					
1.	Open EHSC Website (ihs.gov/ehsc)																					
2.	Log in to EHSC Website – click on login button on top right of computer screen																					
3.	Click on the MY HOME PAGE option from the navigation panel	 <p>Welcome to the EHSC!</p> <ul style="list-style-type: none"> Classes My Home Page Resources Training Coordinators Contact Us Administration 																				
4.	Select the CALENDAR Tab - Search by month/year	 <p>My Current Registrations Training Calendar Transcripts/Certificates Transcripts/Certs Non-EHSC Edit Profile Class Tests</p> <p><< Previous month December 2017 Next Month >></p> <p>Month: December Year: 2017 Go</p> <table border="1"> <thead> <tr> <th>Monday</th> <th>Tuesday</th> <th>Wednesday</th> <th>Thursday</th> <th>Friday</th> </tr> </thead> <tbody> <tr> <td>27</td> <td>28 Advanced Test Course Jemez Springs, NM - Registration open</td> <td>29</td> <td>30</td> <td>1 Understanding Building Mechanical Systems Albuquerque, NM - Registration open</td> </tr> <tr> <td>4 SFC Tech - November Test - Registration open</td> <td>5</td> <td>6</td> <td>7 SFC Tech - November Test - Registration open</td> <td>8</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>PL 93-638 Title I and Title V Construction SPD Albuquerque, NM - awaiting coordinator approval</td> </tr> </tbody> </table>	Monday	Tuesday	Wednesday	Thursday	Friday	27	28 Advanced Test Course Jemez Springs, NM - Registration open	29	30	1 Understanding Building Mechanical Systems Albuquerque, NM - Registration open	4 SFC Tech - November Test - Registration open	5	6	7 SFC Tech - November Test - Registration open	8					PL 93-638 Title I and Title V Construction SPD Albuquerque, NM - awaiting coordinator approval
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5. Click on class
- Read description

Understanding Building Mechanical Systems

Category:

Dates: Nov 28, 2017 - Nov 29, 2017

Registration opens: 8/28/17 8:00 AM

Registration closes: 11/27/17 8:00 AM

Location: Albuquerque, NM

Description: This 2 days course is intended for FM, Project Managers construction of healthcare facilities knowledge.

Learning Outcomes: Explain health care facility codes.
Recognize what TAB is

Prerequisites:

Credits: 0.5 ceu

Tuition: \$313.33

Coordinator: [CDR Stefanie Pecos-Duarte](#)

Instructors: Dan Heintzman

Supporting Documents: [Agenda12.pdf](#)

6. Click REGISTER to sign up for class – or – click CANCEL to return to CALENDAR screen

7. Verify status on MY HOME PAGE: CURRENT REGISTRATIONS

My Home Page

View your registrations, calendar, certificates, transcripts and edit your profile.

My Current Registrations
Training Calendar
Transcripts/Certificates
Transcripts/Certs Non-EHSC
Edit Profile
Class Tests

Registered Classes

Class	Tests	Date	Status	Download
8-hr COR Refresher		12/18/17	awaiting coordinator approval	
		12/18/17		
Basic Water Skills		7/31/17 – 8/4/17	awaiting coordinator approval	