



## Login

1. Set up a [McGill Virtual Private Network \(VPN\)](#) connection.
2. Go to the EHS Training Registration website:  
<https://mylab.mcgill.ca/ehsaweb-lab/login?showTrainingRegistration=yes>  
 and sign in with your McGill username & password.

## Overview of the EHS Training Registration homepage

The screenshot shows the EHS Training Registration homepage. On the left, a sidebar contains 'Trainee Information' with fields for First Name (Bounmy), Last Name (Thammavong), and a radio button for 'I am, Bounmy Thammavong'. A 'Training Records' button is also visible. The main area is titled 'Upcoming Training Sessions' and contains a table with columns for Date, Start Time, End Time, Session Location, and Status. A red dashed box highlights the table content, with callouts 'a' through 'e' pointing to specific elements: 'a' points to the 'Register' button, 'b' to the Date column, 'c' to the Start Time and End Time columns, 'd' to the Session Location column, and 'e' to the Status column. The table lists three sessions: 'CNESST First Aid in the Workplace' (07/20/2020, 09:00:00 AM to 05:00:00 PM, 3610 McTavish, room 430, 11 Spaces Open), 'Radiation Refresher Safety Course' (07/20/2020, 09:00:00 AM to 12:00:00 PM, Burnside Hall Building (Rm 101), Full. 1 on Wait List), and 'Sample Training Session' (07/27/2020, 08:00:00 AM to 11:00:00 AM, 7 Spaces Open). A 'My Registered Sessions' tab is also visible at the top right of the table area.

1. **Training Information:** you will be able to see your Training Records.
2. **Upcoming Training Sessions:**
  - a. **Course list:** allows you to view the general course category. Click on the arrow to expand the course scheduled sessions under that course category.

	Date	Start Time	End Time
<input checked="" type="checkbox"/> CNESST First Aid in the Workplace	07/20/2020	09:00:00 AM	05:00:00 PM

- b. **Date:** indicates the date of the course.
- c. **Start Time and End Time:** displays the course start and end times.
- d. **Session location:** shows you where the course will take place.
- e. **Status:** indicates whether the course is full or not. You can still register for a course if it is full, but you will be put on a waitlist.

## How to register and cancel a course?

### Register for a course

1. From the homepage, view the upcoming EHS training courses offered.
2. Click **Register** for the course you would like to attend.
3. Click **Confirm** to accept the registration confirmation message.

### Cancel a course

1. From the homepage, you will be able to see the courses you have registered for.
2. Click **Un-Register** for the course you would like to cancel.
3. Click **Confirm** to accept the cancel confirmation message.

## FAQ

How do I view my test results?

From the homepage, click **Training Records** on the left side. The training records will display. Scroll to the course and view test result from the Score column.

## Need help?

- Questions about the EHS registration system: email [ehs@mcgill.ca](mailto:ehs@mcgill.ca).
- Problems signing in with your McGill username and password: contact [IT Service Desk](#).