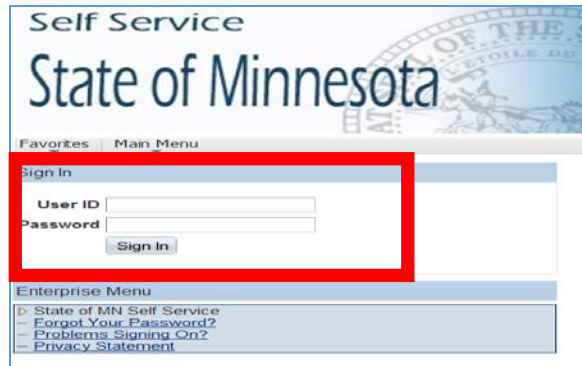
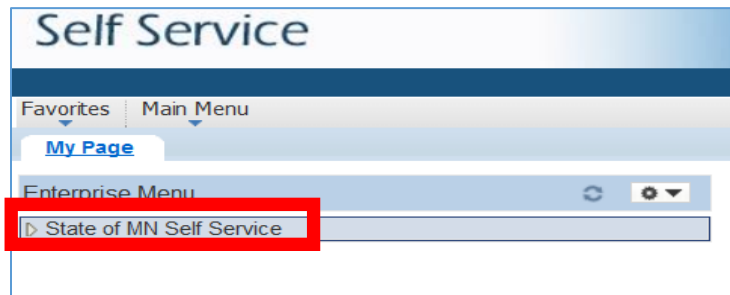


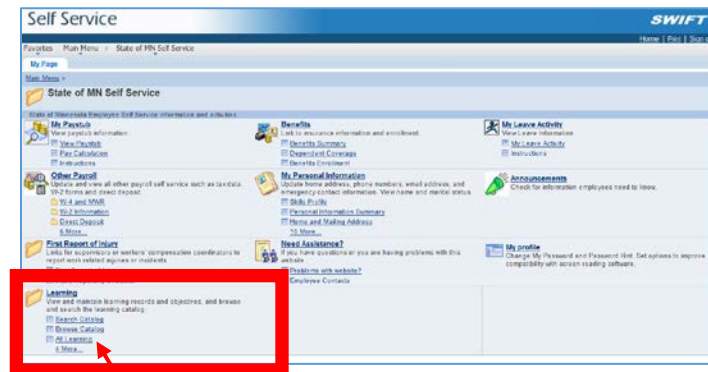
1. Navigate to the **State of MN Self Service** site  
[https://portal.s4web.state.mn.us/psp/por91ssap/SELFSERVICE/ENTP/h/?tab=MN\\_GUEST](https://portal.s4web.state.mn.us/psp/por91ssap/SELFSERVICE/ENTP/h/?tab=MN_GUEST)
2. Enter your **State ID#** and **Password** and click **Sign In**



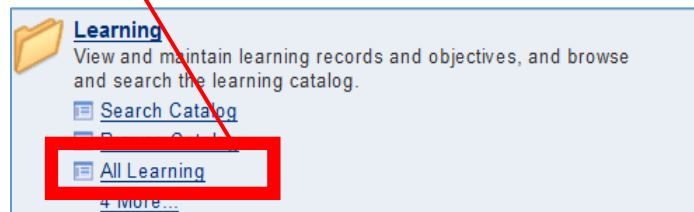
3. Choose **State of MN Self Service**



4. Navigate to the **Learning** folder



5. Choose **All Learning** in the Learning folder



- Find the online employee safety **Program** in your list of learning activities and click on the name link

**All Learning**

All Learning is a list of the activities you are enrolled in or completed and curricula and certifications for which you are registered or completed. You can view details, progress status, and schedules by clicking on the name of the activity or program.

Filter Name:

My Learning						
Title	Type	Status	Status	Date	Action	Launch
<a href="#">FUNDAMENTALS (SWIFT CROSS MODULE OVERVIEW)</a>	Web-based Training	<input checked="" type="checkbox"/>	In-Progress	04/16/2015	<input type="button" value="Drop"/>	<input type="button" value="Launch"/>
<a href="#">Eligibility at Appointment</a>	Web-based Training	<input checked="" type="checkbox"/>	In-Progress	04/15/2015	<input type="button" value="Drop"/>	<input type="button" value="Launch"/>
<a href="#">ELM Learner</a>	Web-based Training	<input checked="" type="checkbox"/>	In-Progress	03/30/2015	<input type="button" value="Drop"/>	<input type="button" value="Launch"/>
<a href="#">ELM Instructor</a>	Web-based Training	<input checked="" type="checkbox"/>	In-Progress	03/30/2015	<input type="button" value="Drop"/>	<input type="button" value="Launch"/>
<b>MnSCU-SCSU</b>	<b>Curriculum</b>	<input type="checkbox"/>	Registered	07/16/2015	<input type="button" value="Drop"/>	
<a href="#">HR Helpdesk: Basics of SCUPPS Entry for New HR Staff</a>	Classroom	<input type="checkbox"/>	Enrolled	07/06/2015	<input type="button" value="Drop"/>	

- You will be directed to the Program page with detailed information about the Program and the course offerings
- Scroll to the bottom of the Program page to view the required classes
- Click on each Section Activity to **View Enrollment Options** and complete each online class

**Description**  
SCSU online mandatory safety training.

▼ **October courses** Not Started [Hide Section Requirements](#)  
0 out of 3 needed activities have been completed for this section.  
The October courses are due by December 31, 2016.

**To complete this section complete all activities.**

Section Activities			
Hazard Communication: Your Key to GHS Chemical Safety (MnSCU)	Required	Not Enrolled	<a href="#">View Enrollment Options</a>
Bloodborne Pathogens: Always Protect Yourself (MnSCU)	Required	Not Enrolled	<a href="#">View Enrollment Options</a>
Fire: Fire Extinguisher Training for Employees (MnSCU)	Required	Not Enrolled	<a href="#">View Enrollment Options</a>

\* You may request a waiver for this activity from your manager if you have fulfilled the requirements through an equivalent learning activity.

Overview | [Completion Rules](#) | [Objectives Met](#) | [Notes and Attachments](#) | [Registration Details](#)

[Return to Previous Page](#)

10. Click **Enroll** to sign up for this class

Overview   Objectives Met   Schedule   Prerequisites   Notes and Attachments

**Description:**  
 Hazard Communication: Your Key to GHS Chemical Safety. NOTE: you must view this training using Internet Explorer (IE). If you did not login to self service using IE, please log out and use IE.

**Activity Syllabus**  
 To receive credit for this activity you must complete all required tasks.

1   **Hazard Communication: Your Key to GHS Chemical Safety (MnSCU)**  
 Required   Web-based

**Enroll**   Add To Plan

11. Click **Submit Enrollment** to finalize submission

Enroll In Activity

**Review Information**

Bjorstrom,Sarah M, TrainSpec2, MNSCU OOC Classified A - E

Activity Name: Hazard Communication: Your Key to GHS Chemical Safety (MnSCU) Training  
 Activity Code: E260000SFT\_clmiykgc\_vod   Contact: Bjorstrom,Sarah M  
 Price Per Seat: 0.00 USD   Drop Charge: 0.00 USD

Education Units: 0.00  
 Start Date: --   End Date: --  
 Last Enrollment Date: --   Last Drop Date: --  
 Available Seats: --   Available Waitlist: 0  
 Language: English

**Submit Enrollment**   Search Catalog   Browse Catalog

12. For online classes, a **Launch link** will appear on the confirmation page and will also be available in the ALL LEARNING folder

Enroll In Activity

**Enrollment Confirmation**

Bjorstrom,Sarah M, TrainSpec2, MNSCU OOC Classified A - E

You have successfully enrolled in Hazard Communication: Your Key to GHS Chemical Safety (MnSCU). This change in status will be updated on the All Learning page.

Activity Name: Hazard Communication: Your Key to GHS Chemical Safety (MnSCU) Training  
 Activity Code: E260000SFT\_clmiykgc\_vod   Contact: Bjorstrom,Sarah M  
 Price Per Seat: 0.00 USD   Drop Charge: 0.00 USD

Education Units: 0.00   Confirmation Number: 2045499  
 Enrollment Status: Enrolled  
 Start Date: --   End Date: --  
 Last Enrollment Date: --   Last Drop Date: --

**Launch**

Search Catalog   Browse Catalog   My Learning   Request New Learning

13. Click on **My Learning** to view the training and repeat the enrollment process for each of the section Activities

Search Catalog   Browse Catalog   **My Learning**   Request New Learning