Getting Access to UTM – WHMIS and Lab Safety

1. Go to the UTM website: “https://www.utm.utoronto.ca”
2. Click on the Portal link, located on the top of the website

3. Login into Portal using your UTORid and password
4. Click on the “Community” link, at the top of the page.

5. On the left, under “Organization Search”, type “UTM – WHMIS and Lab Safety” and click “Go”.

6. Under “Organization ID”, click the the down arrow next to the ID “UTM-EHS101”. A window should pop up, click on Enroll.
7. Click “Submit” to successfully enroll in the organization.

8. You are now enrolled in UTM – WHMIS and Lab Safety. Click OK. It will immediately direct you to Getting Started.

If you choose to do the quiz at another time, you can gain access from the main page of Portal. Scroll down to the tab “My Organization Plus”. If you have successfully enrolled in the organization, “UTM – WHMIS and Lab Safety” will be listed under Organizations in which you are participating in. Click on it to gain access back to the page

**Learning the Content**

9. Under “Course Content” on the left side of the page, there are a total of 3 Modules that you will have to complete. Each module has a video teaching that will provide you with information you need to know to complete your WHMIS AND Lab Safety training.
10. Once you have completed the modules, you will have to take a quiz. The quiz is located on the left side of the page under “Quiz”.

11. Click on WHMIS and Lab Safety Quiz.

12. Click Begin.
13. When you are ready to start the quiz, click “Start New Submission”. You will need 80% or higher to pass the quiz. You will have unlimited attempts to pass. Note that some questions will require you to choose more than one answer.

14. After you completed the quiz, submit the quiz. Click “Ok” at the bottom of the page to review your results. Your score will be listed next to Attempt Score.

**Printing out the Results**

15. After you have successfully passed the quiz, print the results as proof that you have completed the WHMIS and Lab Safety training.

16. Click on the down arrow beside your name. Next, click on the grade book symbol to access your grade.

17. Make sure the grade for UTM-EHS101 (UTM – WHIMIS and Lab Safety) is highlighted. On the right, click on “WHMIS and Lab Safety Quiz”

18. Press “PrtScn” on your upper right hand corner of the keyboard. This will print the screen with your results.

19. Next, open up Microsoft Word or Paint and paste your screen in the application by pressing “Ctrl-V”

20. If you are unable to print at that time, you can screenshot the results containing your name, the date and time you started and submitted the quiz, and your score.
21. If you forgot to print the results, you can access the review page by pressing the Quiz tab. Click on WHMIS and Lab Safety Quiz. Click Begin. Click View All Attempts.

22. Click on the score that qualifies as a pass and you be directed back to the review page.

23. Present the printed results to your TA before or at the beginning of your first lab day.