



Help documents are located within the E Train portal for both learners and content contributors.

What is E Train?

E Train is a centralized repository for online training, tutorials, and compliance driven education and awareness used within IUPUI ;

E Train maintains comprehensive training records and can generate reports.

Where can E Train be found?



To access E Train,

1. Visit the **OneStart** portal:
 2. Click the gold-colored **Support Tab**.
 3. In the left column, click **Administrative Systems**.
*Scroll to the bottom of the page to find E Train.
- If you are signing in as a [learner/user](#), you will click on the “**Launch E Train**” link. Your dashboard will appear. This page is where you may register and view courses, and manage your training records.
 - To enroll in an Environmental Health and Safety course, click [Register for Courses](#)
 - On the Available Courses screen choose [IN](#) for Indianapolis
 - On the next screen you may choose [IN-EHS](#) from the drop down menu, **or** just click on the file folder labeled IN-EHS. From here, [click on the name of the course you wish to take](#).
 - The Course Enrollment box will ask if you wish to add more courses or view the course. You may immediately take the course by clicking [view course](#). If you wish to view your course after registering for all courses, look on the left side panel, click [My Courses](#).
 - You may choose the course from the list by clicking on it, then choose the line [Click here to launch the course](#).

*Logins use your existing CAS information; you should never need to know your E Train account password.

Learner Interface

My Courses

The My Courses page lists all courses in which a learner has been enrolled.

The category dropdown lists courses organized by categories which correspond to the course categories folders on the admin side. The status of courses (completed, in progress and not started) can also be filtered using the checkboxes below the list. The search bar allows you to search for a course by name, a key word in the course description, venue or instructor name. Clicking a course will display the course details.

Online Course Detail

The learner interface for an online course displays the lessons and exams in the *Outline tab*:

Green check marks indicate the lessons and exams that have been completed. Click any lesson to launch it.

My Resources

My Resources is a place where an administrator can make documents and web links available to the learner. Resources on this panel are not related to specific courses and are typically used for company policies, manuals, links to HR websites etc. Resources associated with specific courses are not included on this page and should be accessed through the "My Courses" page instead. [There is a tab titled “Resources” when there are items loaded specifically for that training module.](#)

Resources can contain standard documents like PDFs, Word, Excel and PowerPoint files. Your browser determines whether you are prompted to download or open the file. PDF files usually simply open in a window and you can choose to save them at that point. Web links open in a new window.

Categories of resources can be collapsed so you can easily find the ones you are looking for.

IUPUI

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