

How do you drop a class you are currently enrolled in?

If you would like to attend another session of the same training that is scheduled simply enroll online in the new session. The system will prompt you asking if you want to drop the previous enrollment. When you confirm this TRAIN automatically switches your enrollment from the initial class session to your new choice.

If there are no other sessions with open seats currently scheduled, or you simply want to drop your enrollment, go to the TRAIN Class Schedule page

http://www-esh.fnal.gov/pls/default/class_sched.html

enter your I.D. number and submit, and on the next page, where all the courses available are listed, select the “Drop a Class” button near the top right of the page. The next page shows all the class sessions in which you are currently enrolled. Check the box for each session you wish to drop and confirm. Your name is then removed from the roster. (This must be done from the same computer you used to enroll in the training class).

If for some reason neither of these methods work for you, you may contact your Division/Section/Center Training Contact to request they drop you from a training session. You can access this list from the ESH&Q Training webpage:

<http://esh.fnal.gov/xms/Training> (D/S/C Training Contacts)

It is in the Administrative Functions menu (middle column) near the bottom of the listing.

How do you update your iTrack Org Chart?

Each Division/Section/Center has an individual who is responsible to make changes to their respective Org Charts. This list is accessed from the ESH&Q Training webpage

<http://esh.fnal.gov/xms/Training> (D/S/C iTrack Org Chart Reps)

and is found at the bottom of the listing in the Administrative Functions menu (middle column). Your rep will need information about the individual such as have they left the lab?, did they transfer to another D/S/C or Department?, do they have a different supervisor?

Since emails about training status and class schedules are sent to supervisors, it is important to keep the Org Chart up to date. If the incorrect supervisor is listed on your training summary, training notifications will not be received by the correct person in a timely manner. This could result in an individual not attending training that is only offered on a quarterly basis, or having needed training expire.

Many visitors are here for less than 30 days in a calendar year. What training do they need and how do you identify this?

You need to perform an ITNA for the individual. The 2nd question on the ITNA is “Is this person a visitor or user currently working (or soon to be working) on-site?” On the subsequent page you will get the question “Will the individual will be on site for more than 30 days in a calendar year? (This does not need to be 30 consecutive days)”. If the person is NOT on site for 30 days

do not check this question. The training courses associated with New Employee Orientation will NOT be required.

You will still need to read through and perform the ITNA. Questions address GERT, Sexual Harassment, specific experiment training, computer training, etc. that may pertain to an individual.

Who can update an ITNA?

Anyone who has a current ESH (TRAIN) Account. The link to establish an account is on the ESH&Q Training webpage in the “Quick Links” drop down menu found in the left-hand column. About half way down the listing you will see “Login/Create an ESH Account”. The link address is:

http://www-esh.fnal.gov/pls/default/esh_home_page.login

Start at the top following the instructions on the page. You will need a valid email address registered with Fermilab to complete this process.

On the 2nd page of the ITNA process you will see the following instructions.

“Enter the Fermi ID of the person who answered the ITNA questions for (person’s name). In most cases this is the person's supervisor. Do not enter your Fermi ID if you are simply performing the data entry function for someone else. If the Fermi ID field is left blank YOUR Fermi ID will be recorded.”

The preferred method is to either list your I.D. number or leave that field blank. This will record your name as the person who performed the ITNA. That way if there are questions concerning the choices on the ITNA or the date it was performed, ESH&Q can contact you. You should only enter another person’s I.D. number if they are the individual’s supervisor and they actually gave you a list of answers to the ITNA questions (simple data entry).