

✠ Environment, Safety, Health and Quality Section Procedure ✠		
Procedure Name Requesting a training class to be setup in TRAIN		Total Pages 2
Procedure Number Training - 5	Version 1.0	Revised on n/a
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PURPOSE OF THIS PROCEDURE

To standardize and simplify the process for requesting classes to be setup in TRAIN.

MATERIALS/PRE-REQUISITES NEEDED

1. Access to Outlook
2. Internet access

REFERENCES

None

DEFINITIONS

None

RESPONSIBILITIES

Members of the ESH&Q Training group

- Setup class in TRAIN
- Send confirmation email with Course Summary link

Requestor

- Secure training classroom reservation
- Send email with appropriate information
- Verify class was posted correctly

Rev. 00/2016

*WARNING: This procedure is subject to change. The current version is maintained at or by.....
[Using a search engine on the internet such as Google could produce an outdate/unsupported document]*

DETAILED PROCEDURE

1. Determine the details for the training class (time, place, location etc.).
2. Reserve the training room for the appropriate time.
3. Send an email to ESHTrainingGroup@fnal.gov requesting the training class to be setup and containing the following information:
 - The course name and number
 - The date and start and end times of the class
 - The location of the class
 - The instructor's ID number
 - The minimum and maximum number of participants
4. You will receive a confirmation email from a member of the ESH&Q Training Group once the class has been setup. It will contain a link to the Course Summary page. Please review the Course Summary page to verify the class was setup correctly. If there is a mistake please respond to the confirmation email explaining the necessary changes.