Accessing Training Records in CSULearn

Step 1: Go to the EH&S Training webpage: www.csusb.edu/ehs/training

Step 2: Click on the link to the Employee Training System (CSULearn) and log in as directed
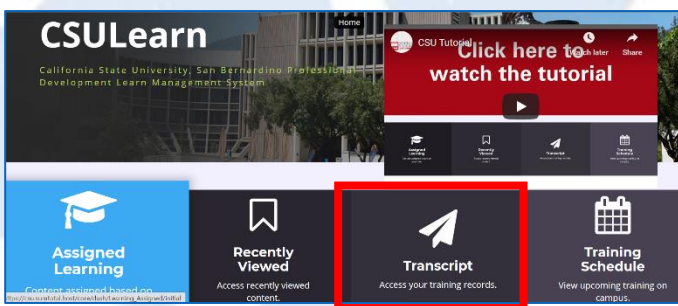
EH&S Safety Training at CSUSB

Maintaining a safe and healthy campus at CSUSB requires training for all levels of students encountering hazards on the job, in the lab, or in the classroom, identifying and completing first step. The CSUSB EH&S department works in collaboration with CalOSHA and the CS the training you need at the time you need it.

If you have questions about Health & Safety training, please contact Melisa Morrow at mel request a training needs assessment by submitting an EHS Service Request form.

Step 3: Go to your Transcript folder

Step 4: Select appropriate date range

TRAINING TRANSCRIPT

Select a year or date range to filter completed training records.

Date Range ▾

Start Date	End Date	
11/23/2019 12:34pm	11/23/2020 12:34pm	REFRESH

Step 5: Scroll down to your list of "Activities" to see the Start Date, Completion Status, Completion Date (if completed) and Expiration Date (if applicable)

ACTIVITIES

Activity	Code	Start Date	Completion Date ▲	Completion Status	Expiration Date
Curriculum: CSU's Discrimination Harassment Prevention Program for Non-Supervisors	CSUSB-CURRIC-SHPNS	4/6/2020	4/6/2020	Attended	4/6/2022

Step 6: Click on the certificate icon to print or take a screen shot of your completion certificate