Guide to the Use of Researcher Profile for Safety Training eBridge Account Holder

What is eBridge Researcher Profile?	Selected training and qualification records for researchers at the Medical College of Wisconsin are maintained within an individual's **eBridge Researcher Profile**. There are two current areas and one **NEW** area that *Researcher Profile* tracks: 1) "**Animal Training**", focusing on the Core Certification components required for working with animals in research; 2) "**Compliance Training**", that tracks Financial Conflict of Interest status for funding applications; and **NEW** area: 3) "**Safety Training**", that tracks courses such as Bloodborne Pathogens, Laboratory Chemical Safety, etc.
Who can use eBridge Researcher Profile?	All MCW researchers and staff who have active eBridge accounts may use *Researcher Profile*.
How will this affect me?	If you are involved in research, you must complete specific training courses to maintain governmental and institutional compliance. **eBridge Researcher Profile** tracks your training and sends you automatic emails when it is going to expire, notifying you to complete a refresher.
How do I add or remove a safety category to my Researcher Profile?	If you are involved in activities relating to one of the Safety Categories in the right column and want to make sure your training is tracked and you receive email notifications, complete the activity **"Request Update of Safety Training Categories"** found in your *Researcher Profile* Workspace. This activity is also for removing a category that is no longer relevant to your work.
What will the automatic emails look like?	The automatic email reminders are generated from the Safety email account—**safetytraining@mcw.edu**. The subject line of the email includes text that references the type of training. The body of the email includes specifics about the course (s) that is expiring, as well as information on how to renew your training. (see page 2 for timing of notifications).

Additional Guidance—Status and Notification Sections

There are three sections under the Safety Training tab within a User's profile:
1) Current 2) Expired 3) Archived

1) **Current**—Items under this heading are currently being tracked because its category is checked and reflect an up-to-date status. Email expiration notifications are sent to the user as well as to the Safety Training Administrator in the account holder's department.

2) **Expired**—Items under this heading are currently being tracked, its category is checked, and items are expired. Daily email expiration notifications are sent to the user.

3) **Archived**—Items under this heading are ones that: **a)** are no longer being tracked because its category has been "unchecked"; OR **b)** the course has been superseded by a more recent one.

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Safety Training Legacy Data Schedule

Until a User's course history is entered into eBridge, the tracking of that course will not be active. After March 30, 2013, the active tracking will be on **new** completions until the dates below, when older records will be imported into eBridge.

rDNA - 3/30/2013

All Shipping (7 courses) - 3/30/2013

BSL3 - 4/1/2013

Formaldehyde - 4/1/2013

Laboratory Chemical Safety - 4/22/2013

Bloodborne Pathogens - 5/13/2013

Key Places

Outlook—Your Safety Training expiration notification emails will be sent to your MCW network Outlook account. Try setting up a **"Rule"** within your Outlook account to guide your eBridge emails to a predetermined folder. This helps prevent valuable notifications from landing in your **"Junk"** folder.

My *Researcher Profile* Workspace—You now have an activity to **"Request Update of Safety Training Categories"**. Review the list of those categories for which you are being tracked and update as needed.

Need assistance navigating eBridge?
Please contact the eBridge Help Desk
help-ebridge@mcw.edu
414-955-8476

Helpful hints about content in specific sections:

Topic/Activity	Location	Special Comments and Tips
Accessing your Researcher Profile	My Home	⇒ After logging in, you may access by selecting either the link found in the upper central area of **"My Home"**, or the navigation tab *Researcher Profiles* found in the upper green area of the **"My Home"** screen. You will only view your own profile and the profiles of those who have granted you access.
Safety Training Tab	Researcher Profile Workspace	⇒ Use this feature for a quick view of your training activity, including whether or not **Safety Training** is being tracked.
Researcher Profile SmartForm Sections	Researcher Profile Workspace	⇒ The information on the **"Safety Training Tab"** can also be found by selecting **"Edit Profile"** from the top left area of the *Researcher Profile* **"Workspace"**, then navigating through the **SmartForm** pages by using the **"Jump To"** menu and selecting the **"Safety Training Data"** section. The **"Safety Training Data"** area is not editable by you, however, you may edit SmartForm Sections A and B.
Adding new training to my record	Email	⇒ When you complete a training course and do not see it in your *Researcher Profile*, email the EHS **Safety Coordinator**, safetytraining@mcw.edu, to request it be added. Make sure to provide the appropriate documentation.
Expired Safety Training	Email	⇒ If your Safety training expires, contact the EHS **Safety Coordinator**, safetytraining@mcw.edu.
Expiration Notifications	Email	⇒ Email notifications occur at 30, 15, 10, and 5 days prior to expiration and **daily after expiration**. The 30 day notification also goes to the **"Safety Training Administrator"** of your department.
Managing my expiration notices	Outlook	⇒ Try setting up a **"Rule"** in Outlook to help guide your eBridge notifications to a separate folder within your Outlook account. This will help prevent important email from landing in your **"Junk"** folder.