**Volunteer Training and Temporary ASU ID**

**ASU ID**
This is not an issue for a student or employee; however, for volunteers, you may request a “Courtesy Affiliate ASU ID” from the UTO Department; the Dean/Director will need to sign the form as well. Once the courtesy affiliate and ASUite ID are completed, the volunteer/visitor can access the EHS training system. Past experience has indicated a 3-4 day turnaround to create an ID.

How to request the Courtesy Affiliate ASU ID:
1. call 1-855-ASU-5081 - - ask about courtesy affiliates; and/or,
2. search: [https://asu.service-now.com/navpage.do](https://asu.service-now.com/navpage.do) for courtesy affiliate, or email campuscommunity@asu.edu as well – they own the process.

**EHS Training**
After receiving an ASU ID, you can view the EHS class schedule and register for each class:
1. Go to our EHS training webpage @ [https://cfo.asu.edu/ehs-training](https://cfo.asu.edu/ehs-training) and select the Search Course Catalog/Register for Training.
2. On the “Welcome to EHS Assistant” screen, choose ‘Training Registration’. You will be asked to enter your Affiliate ID; if it returns ‘No Matching Records Found’ then this is a ‘New Worker.’ Select “No Matching Records Found” and enter your information and click Submit. You should receive a message that says you will have access within 48 hours (Monday-Friday); longer if you enter information on a weekend.
3. Select all courses and you will see our upcoming scheduled classes.
4. Select the class of your choice.

To take a Blackboard (online) class:
1. Scroll down to the bottom of the [https://cfo.asu.edu/ehs-training](https://cfo.asu.edu/ehs-training) web page where all of our online courses are listed.
2. Select the Enroll button located next to the course listing you choose to attend.
3. Blackboard records are downloaded into the EHSA database the following Monday afternoon. If you want proof of immediate completion you should do a print screen when your test score appears.

Here are the required classes for lab entry:
- Fire Safety and Prevention (either classroom or online)
- Laboratory Safety (classroom only)
- Hazardous Waste Management (online only)
- Biosafety...only if the individual will be working with biological hazards
- Compressed Gas “Under Pressure” (online only)...only if the individual will be working with a CG cylinder
- Liquid nitrogen dispensing training only if the individual will be working with a Dispensing of liquid nitrogen from PSG-building.
- University autoclave training