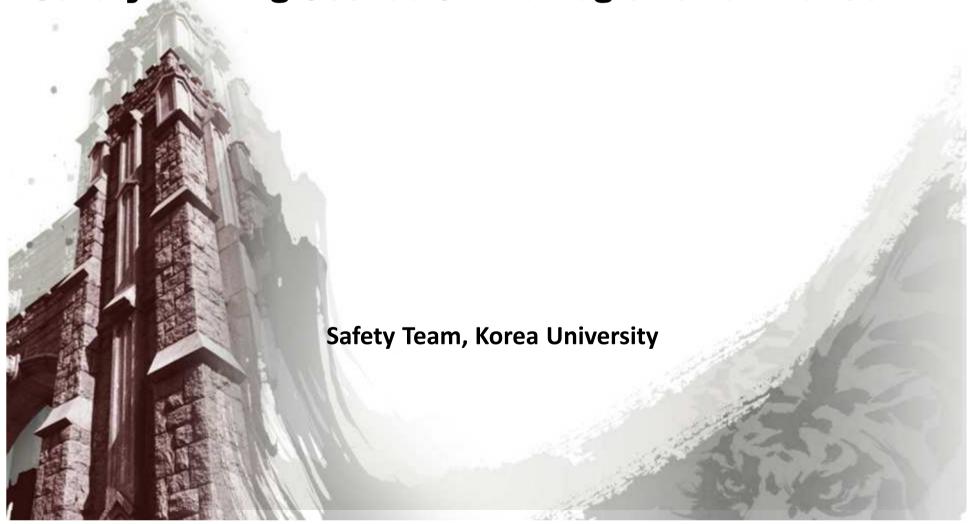


# Safety Training Course Online Registration Manual



# **■** Table of Contents

1. Log in to the university portal (http://portal.korea.ac.kr) to access the lab safety train	ning syste
m	3
2. Individual registration for faculty members, (assistant) researchers, and employees	4
3. Online registration for safety training course	5
4. Application of course hour allocation_ course completion from the previous semester dy for denied access	
5. Application of national training course hours_ in case of course completion from the i	national t
raining system, how to upload the course certificate	13
6. How to print the online safety training course certificate	14

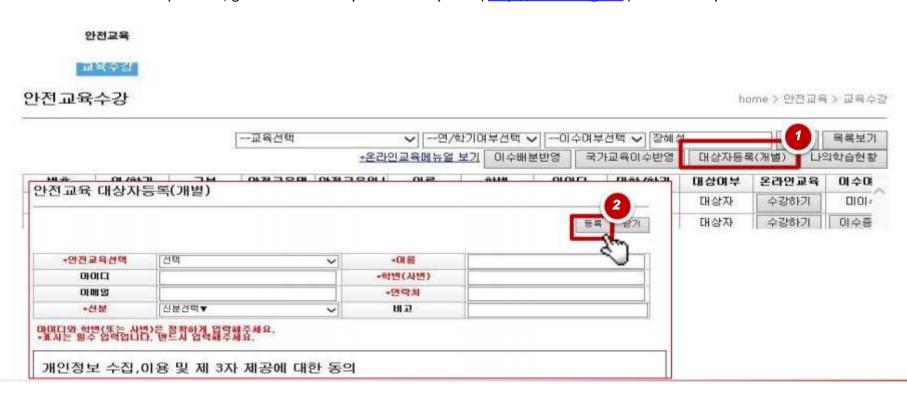
#### Log in to the university portal (http://portal.korea.ac.kr) to access the lab safety training system

- ① After logging in to the portal(http://portal.korea.ac.kr), click the 'Info Depot' tab and select 'Safety Training'
- ② Check if the regular/new safety training course is **mandatory** for you, and if so, click **'Register'** in the **'Online Training'** column.
- $\times$  If you don't have a valid portal ID, go to the lab safety education system(http://edu.labs.go.kr)  $\rightarrow$  Click 'Application for Cla sses' and select 'Online Training.'
- → After completion of the training course, print out your certificate and submit it to Safety Team ( zxcv7459@korea.ac.kr )



#### Individual registration for faculty members, (assistant) researchers, and employees

- ① Click 'Individual Registration' on the upper right.
- Safety Training: Select a course provided in the relevant semester / Selection of College Department: In case of no matching department, click 'Select.'
- **ID: enter your portal ID (mandatory) / student ID no. (company ID no.) : please enter correctly (mandatory)** / enter your e-mail and contact information
- 2 Click 'Register.'
- X In case of no valid portal ID, go to the lab safety education system (http://edu.labs.go.kr) and take required courses.



## Online Registration for Safety Training Course

- ① On the 'Online Training Registration' page, select a course to take and click 'Register.'
- Choose either Korean (KR) or English (EN). Courses that have already been registered for are marked as 'Registered' with the buttons deactivated.
- After the completion of registration, the button for 'Course Begin' is activated. Click the button to move to the actual training page.



## Online Registration for Safety Training Course

- ① Click the 'My Learning Status' button on the upper right. Click 'Begin Learning' for the registered course.
- To successfully complete an online training course, you should achieve a certain level of learning progress (over 80%) and receive test scores higher than 60.



# Online Registration for Safety Training Course

- ①Incase of first attendance, the course vide owill play from the beginning.
- ②Thosewiththehistoryofpreviouscourse-takingmay**choose'OK'forcontinuingfromtheprevious**tostartthecoursevideo fromthelastpage.
- All the lectures on the list should be taken to complete the course.



## Online Safety Training My Learning Status Menu \_ Learning Status

- ① 'Safety Training ' > 'Training Registration' > ' My Learning Status ' > ' Learning Status '
- 2 Training Progress Status: Progress for each subject is displayed. Click 'Progress.'
- ③ Training Progress for Each Chapter: Progress for each page is displayed.



#### Online Safety Training My Learning Status Menu \_ Application for Test

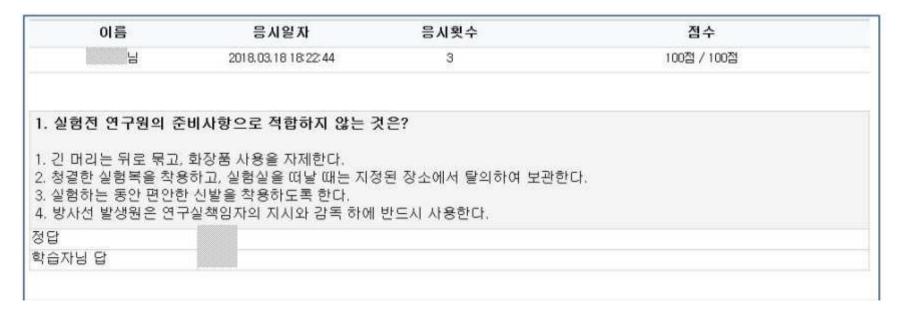
- ① Application for Test: Click 'Apply' > Fill out the answer sheet and click 'Submit' below.
- The 'Apply' button is activated only when the learning progress is over 80%.
- Time limit: 30 minutes, Application counts limit: 3 times



### Online Safety Training My Learning Status Menu \_ View Result

- 1) To view test results: click 'View Result.'
- ② Check your test score and correct answers. (With your learning progress over 80% and test score higher than 60, your course completion is approved.)



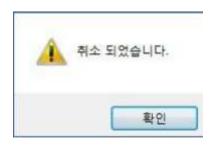


## Online Safety Training My Learning Status Menu \_ Cancel

- 1 To cancel, click 'Cancel.'
- Course registrations to be cancelled. The history of previously registered courses to be deleted.







#### Application of Course Hour Allocation \_ course completion from the previous semester or remedy for denied access

- ① On the 'Safety Training Registration' page, click 'Application of Course Hour Allocation.'
- 2 Choose one of the previously taken courses and hours to reflect into the current system. Click 'Apply.'



- Application of National Training Course Hours \_ In case of course completion from the national training system, how to upload the course certificate
- ① On the 'Safety Training Registration' page, click 'Application of national training completion' on the upper right.
- 2 Fill in blanks on the certificate, and click 'Request.'
- Enter your ID for the national training system / Choose to apply the course completion: Select the semester to reflect / Enter the name of the completed course.
- Enter the course hours / Enter the certificate issuance number on the upper left/Select the date of completion below / Attach the scanned image of the certificate (in PDF, JPG, PNG, or GIF format)



### **■** How to print the certificate of online safety training course

- ① After taking the legally-required safety training course (6 hours), check if the course completion is approved.
- 2 Click 'Issue Certificate' > Print out the certificate.

