TRAINING MANAGER GUIDE FOR SCISHIELD
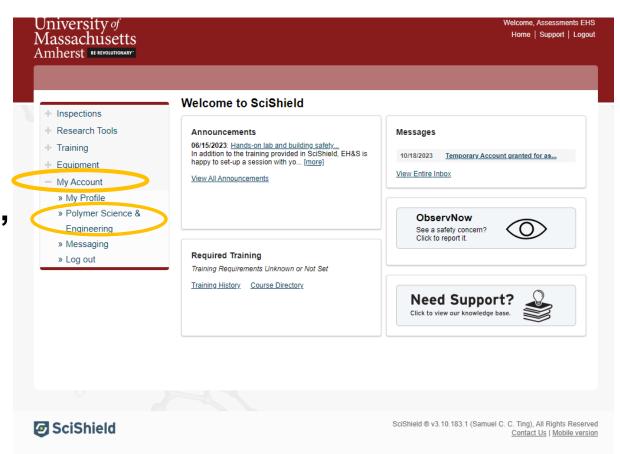
Training Manager Responsibilities

- **Each department has a training manager to help serve as a liaison for the department members and EH&S to ensure that required training is being completed by those in the department who need to complete trainings.**
    - Fortunately, many routine tasks are automated for you in SciShield!
- **Training managers can have different responsibilities within each department, so please discuss expectations with your department chair.**
- **Please reach out to EH&S at askehs@umass.edu with any questions. We are always happy to help!**

What Can Training Managers Do in SciShield?

- **Add individuals to lab groups and assign job activities to trigger training requirements.**
  - Please consult the [EH&S guide on setting training requirements in SciShield](#) for more information and details on how to do this. In some departments, training managers perform this activity, while in other departments, PIs and group compliance liaisons perform this function for their labs.

- **Checking training compliance in SciShield**
  - Note: SciShield does automatically send reminders every two weeks to individuals who are delinquent on assigned trainings

- **Provide department heads or others with information about compliance**
  - Note that department heads do have the ability to also directly check training for their departments in SciShield, and PIs have the ability to monitor compliance for their lab groups.
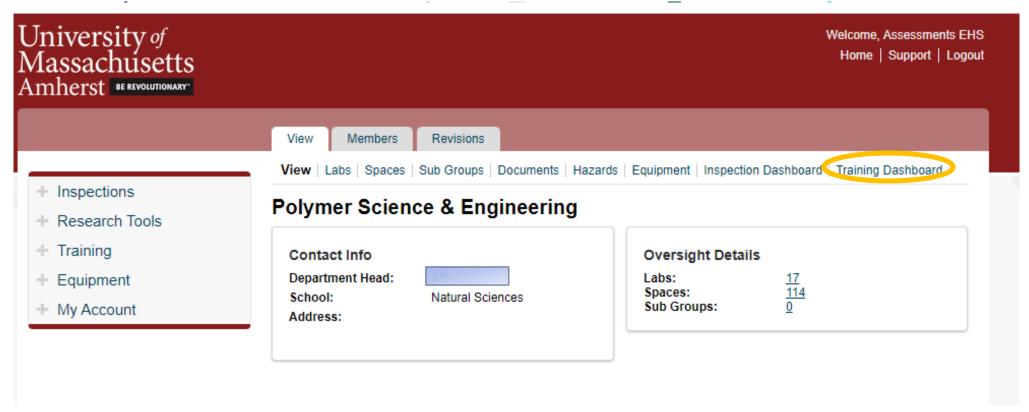
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Checking Training Compliance

- **To check the training compliance in your department, you will first need to navigate to your department's dashboard.**

- **To access the department dashboard, select the "My Account" tab on the left, and then select your department from the drop-down menu that appears.**

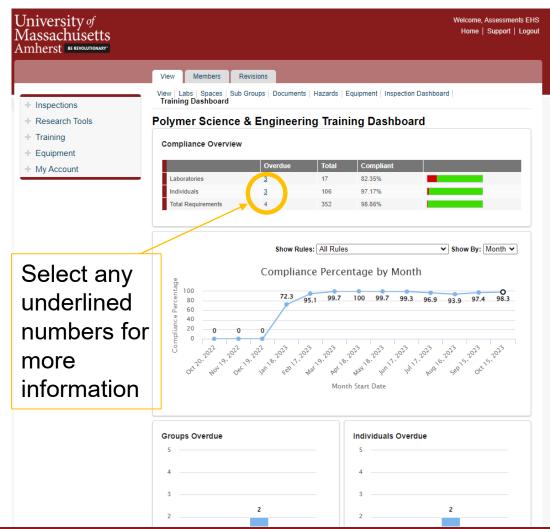 - Note that if you are also a member of a lab group(s), that will also appear here

Department Dashboard

- **From your department dashboard, select the "Training Dashboard" to get an overview of training compliance.**

Department Training Dashboard

- **The training dashboard gives you an overview of the training compliance for the department and provides several graphs and viewing options.**

- **By clicking on underlined numbers, you can get more information.**
  - For example, selecting the number of overdue individuals will provide you with the names of individuals who are overdue for trainings.

- **You can also sort data by training type to further examine where any compliance issues exist**
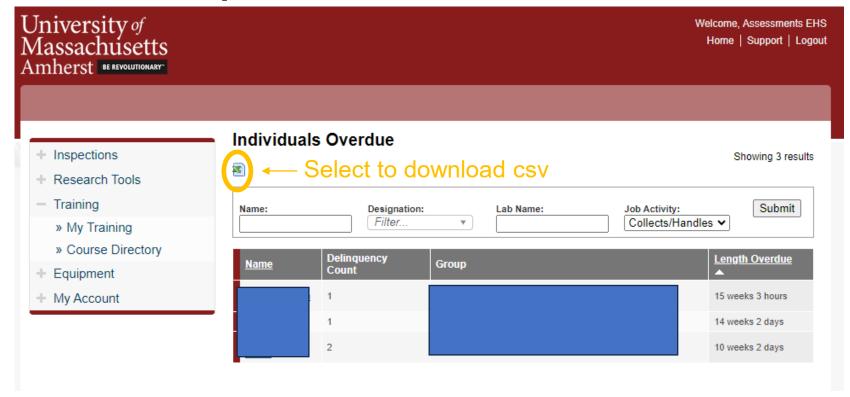
Training Delinquencies

- **SciShield sends automatic reminders every two weeks to individuals who are assigned training through job activities but who have not completed it.**

- **If you also want to remind individuals to complete trainings, there are a couple of options.**

  - You can email each individual through SciShield by clicking on their name and then selecting the email option on their profile.
  - You can use your own email client to email the individuals in bulk.
  - You cannot currently email individuals in bulk directly in SciShield, but we have put in a development request to allow you to do this.

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Data Exporting

- **You can also export data from SciShield as a csv file that can be opened and manipulated in Excel.**

Other Ideas?

- **If you have other things you would like to be able to do with SciShield, please let us know. We are happy to take your feedback to SciShield to improve the platform!**

- **If you have any questions, please reach out to us at askehs@umass.edu.**

THANK YOU for all that you do to help us keep the labs safe!