How to Access Laser Safety Training and register as a Laser Operator for BIF Users

- Go to [https://researchsafety.northwestern.edu/training](https://researchsafety.northwestern.edu/training) and click on the "MyHR Learn" link.

- Log in with netID and password. In the MyHR Learn site, search for "Basic Laser Safety Course" or "Laser Safety Certification".
- Complete the steps to register for the course and complete the certification.

For assistance contact:

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• Log into NSIS and proceed to Home page.
  **It will take 24-48 hours before your laser safety training certification transfers over to NSIS. You will not be able to complete the Laser Operator Registration until this time.**

• On your “To Do” List, you should have an item that allows you to click on it.
• Laser Operator Registration should have an Incomplete sign next to it.
• Click on the title to go to the Laser Operator Registration page.

<table>
<thead>
<tr>
<th>Training Requirement</th>
<th>Learn@NU Link</th>
<th>Completion Date</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laser Operator Registration</td>
<td></td>
<td>09/20/2016</td>
<td>N/A</td>
</tr>
<tr>
<td>Laser Safety Certification</td>
<td></td>
<td>09/14/2016</td>
<td>09/14/2018</td>
</tr>
</tbody>
</table>

• Alternatively, click on the “Registrations” menu and select Laser Operator Registration.
• If your registration is available, click Edit to add or remove lasers.
• If no registration exists for you, select "Add New Registration".
• Select lasers based on the location of the instrument you will be using.
• All lasers for that instrument/location should be selected.

Location of BIF lasers:
• **Leica SP5:** Hogan 05113
• **Spinning Disk:** Hogan 05114
• **Deltavision:** Hogan 05111
• **Leica SP8:** Hogan 05128