

## **Instructions for Registering for the UND IBC Bloodborne Pathogens Training for Laboratories**

If you will be working in a laboratory conducting research or teaching activities that involve bloodborne pathogens, you are required to complete appropriate training. The University of North Dakota has subscribed to the online training site, Safe Colleges, to fulfill these training requirements. Below are step-by-step instructions for registering for and completing the required training.

1. Go to the online training site: <https://und-nd.safecolleges.com/login>
2. Log in to the training site using your NDUS Identity Management (IdM) login information.
3. On your homepage, select 'View More Courses' at the bottom center of the page.
4. Scroll down to the Policy heading and select 'UND-Bloodborne Pathogens Training: Laboratories.' Please be sure to select the UND-specific course, which has been created by the UND Office of Safety and contains information about policies and procedures specific to UND.
5. On the new page, select 'Custom' under course version.
6. On the new page, select 'Bloodborne Pathogens Training for Laboratories.'
7. Another page will open and you'll have to select 'Bloodborne Pathogens Training for Laboratories' again.
8. Review the training materials in the new window. This will be a PDF document. If the document doesn't open automatically, you may need to adjust your browser settings to allow for this.
9. After you've reviewed the training materials, follow the on screen instructions for acknowledging review of materials.
10. Complete the online quiz.
11. The Office of Safety will be automatically notified that you have completed the training.
12. You should print out a copy of the training certificate for your records.

If you have questions about bloodborne pathogens training requirements, contact the Office of Safety at 701.777.3341 or the Institutional Biosafety Committee at 701.777.4279 or [UND.abc@research.UND.edu](mailto:UND.abc@research.UND.edu).