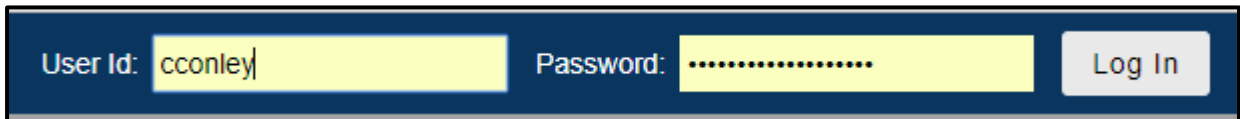


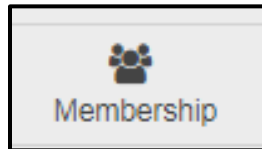
Accessing EHS Online Trainings Using Bridges

1. Open an internet browser (Chrome, Firefox, Safari, etc.) and type in <http://bridges.rwu.edu>
2. At the top right corner of the page, type your **user name** and **password**, then click **Log In**

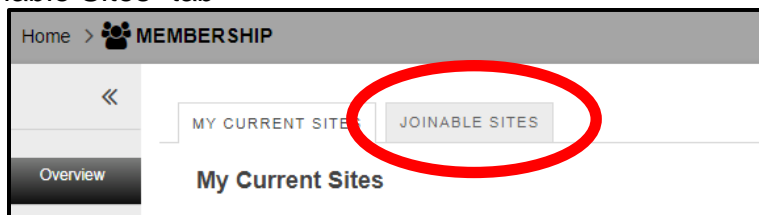


User Id: Password:

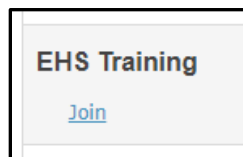
3. On the grey left hand column of your Bridges home screen ("My Work Space"), click on the "Membership" button.



4. Click on the "Joinable Sites" tab



5. Find the "EHS Training" site (sites listed alphabetically) and click on the "Join" link below the words "EHS Training"



Note:

If you can't see the "EHS Training" site under Joinable Sites, click on the "My Current Sites" tab shown in Step 4 to see if you may have already joined the site.

6. Click on the "Sites" link in the upper right part of your screen, next to your name and ID picture



Note:

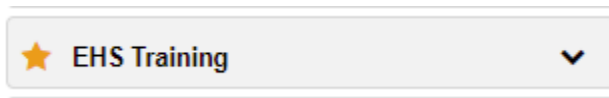
If you access EHS Training through the grey "My Sites" button instead, make sure to set your "View" type to "Project" or "All My Sites," and set your "Filter by Term" type to "None" – Bridges will default to a "Filter by Term" setting of the current semester, and "EHS Training" will not show up.



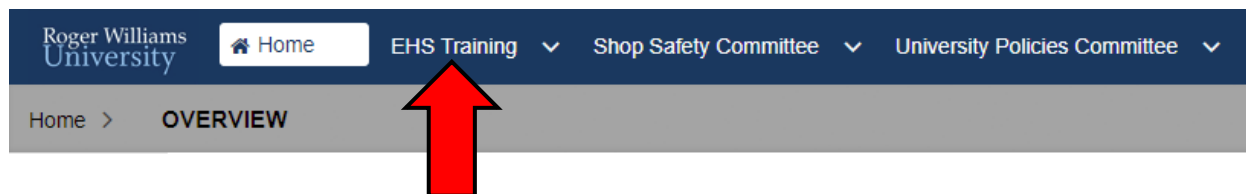
View: ▼

Filter by Term: ▼

7. Click on the star on the grey “EHS Training” button to make it a favorite. The star will turn yellow when you click on it.



8. The EHS Training link will now be displayed on the “favorites” bar in the upper left hand corner of your screen. Click on the “EHS Training” link to visit the EHS training site.



9. Click on the training video you would like to watch or the department-specific page you would like to access:

Online Training Links (Single videos, used by entire campus)

[Defensive Driving \(Students, 9-12 passenger vans\)](#)

[Emergency Evacuation and Hostile Intruder](#)

[Golf Cart Safety](#)

Online Training Links (Department-Specific Curriculumms)

[Athletics](#)

[Dining Commons](#)

[Events/Stage Crew](#)

10. Clicking on a training video link will bring you to a training session page where you can enter your name and department or ID number and watch your training video (see next page for example).

Roger Williams University
Emergency Evacuation and Hostile Intruder Training and e-Signature Page

Please enter your first name:

Please enter your last name:

Employees: Please select your department or division
Students: please select one of the three "Student" options - undergraduate, graduate,
or Law

[Watch the Hostile Intruder and Emergency Evacuation video](#)

If you have questions about the training or would like a live training, please e-mail
Kathy Souza at ksouza@rwu.edu

By signing your name here, you are certifying that you viewed the above training in its
entirety and have completed the course

(use your mouse, finger, or stylus to sign your name)

×

SIGN HERE

clear

>>

First Name

Last Name

Select Department

Video Link

Signature

Submit Session

11. When you are finished watching your video, use your mouse, stylus, or finger to sign in the signature box, and then click the red button with the right-facing arrow to submit.
12. Your screen will now display a short training completion message, and/or provide you a copy of your completed training session sheet, which you can download as a PDF. Seeing either of these two items means that you have successfully submitted your training.

Hello EHS Test 1,

Your e-Signature has been successfully submitted and recorded. Thank you for your time and attention. Again, please reach out to Kathy Souza with any questions or requests for additional information or trainings at ksouza@rwu.edu.

Thank you,
RWU Environmental Health and Safety Department