

CEMS

- **LLE Workforce**, navigate to UNHCEMS homepage using the [URochester dashboard link](#) (right click to open hyperlink)
 - *Login with single sign-on*
- **Guest users**, (those who have not received an account from LLE IT), login using email, a verification code will be sent to complete the process
 - Guest users reference the “Guest User Account” training for account set-up

The diagram illustrates the login process for the CEMS system. It begins with the UNHCEMS dashboard, which features a 'login' button in the 'My Profile' section. A red dashed arrow points from this button to the 'Login with single sign-on' option on the 'Login' page. Below this, a yellow box with the text 'OR' indicates an alternative login method. A red dashed arrow points from the 'OR' box to the 'Login using Email' form, which contains the email address 'guest_user@email.com' and a 'Continue' button. A final red dashed arrow points from the 'Login using Email' form to the 'Log In' form, which contains the email address 'ppar@lle.rochester.edu' and a 'Login' button. A red box highlights the text 'Login using your LLE Domain username & password' above the 'Log In' form.

Dashboard

LABORATORY FOR LASER ENERGISTICS | MELIORA University of Rochester
Chemical Environmental Management System

My Profile
Welcome Guest **login**

Quick Links
[Search SDS](#)
[Contact EH&S](#)

Notices
[CEMS Basic User Training Video](#)

Hazardous Waste

LABORATORY FOR LASER ENERGISTICS | MELIORA University of Rochester

Login

LABORATORY FOR LASER ENERGISTICS | MELIORA University of Rochester

Login with single sign-on ►

OR

Login using Email

guest_user@email.com

If you do not already have an account, an account will be created after your email is verified.

Continue ►

Log In

ppar@lle.rochester.edu

.....

Login

Login using your LLE Domain username & password

Homepage

Personal info:

Colleagues dropdown
(direct report(s) &
supervisor):

SaF-T Form dropdown -
only available to
supervisors

* Training Dropdown *

The screenshot shows the homepage of the University of Rochester Chemical Environmental Management System. At the top is a navigation bar with links: Dashboard, Training Course, Users, UserRecord, and UserRecord. Below this is the header with the Laboratory for Laser Energetics logo, the University of Rochester crest, and the text 'University of Rochester Chemical Environmental Management System'. A search bar is located below the header. The main content area is divided into three columns: 'My Profile', 'Quick Links', and 'Notices'. The 'My Profile' column contains a 'switch back to my administrator account' button, user details for 'Peter Parker - Test' (Name, Email: patatclark@gmail.com, Status: Guest Worker), a 'logout' button, an 'update profile' button, and a '(1) colleagues' dropdown. The 'Quick Links' column contains links for 'Search SDS', 'Particularly Hazardous Chemicals', 'Room Dashboard', and 'Contact EH&S'. The 'Notices' column contains a link for 'CEMS Basic User Training Video'. Below these columns is a large grey sidebar with a dropdown menu currently showing 'Hazardous Waste', 'SaF-T Form', and 'Training'. Annotations with arrows point from text boxes on the left to specific elements: 'Personal info:' points to the profile section; 'Colleagues dropdown...' points to the '(1) colleagues' dropdown; 'SaF-T Form dropdown...' points to the 'SaF-T Form' option in the sidebar; and '* Training Dropdown *' points to the 'Training' option in the sidebar.

Dashboard Training Course Users UserRecord UserRecord

LABORATORY FOR LASER ENERGETICS | MELIORA University of Rochester
Chemical Environmental Management System

Search

My Profile
switch back to my administrator account
Name: Peter Parker - Test
Email: patatclark@gmail.com
Status: Guest Worker
logout
update profile
(1) colleagues

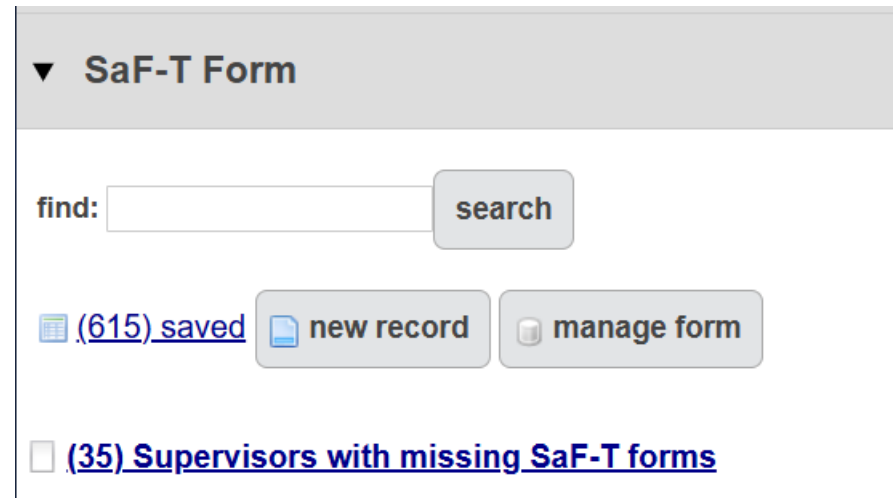
Quick Links
Search SDS
Particularly Hazardous Chemicals
Room Dashboard
Contact EH&S

Notices
CEMS Basic User Training Video

Hazardous Waste
SaF-T Form
Training

Viewing/Creating New SaF-T Forms *(for supervisors only)*

- Supervisors can view your SaF-T Form or add a new SaF-T form for a direct report in the “SaF-T Form” drop down
 - Full details are available in the “Completing SaF-T Forms” training



▼ SaF-T Form

find:

 [\(615\) saved](#)

☐ [\(35\) Supervisors with missing SaF-T forms](#)

- The results show up in the Compliance Matrix under the Training dropdown (next slide)

The Compliance Matrix is a quick access view into training requirements and status.

- The symbols in each box indicate status:

key:

☐	not required	☒	completed	☒	completed, not required		upcoming due		overdue
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F_205 OMEGA 60 Laser Drivers Overview	F_206 Amplifiers Overview	F_207 Power Conditioning Overview	F_208 OMEGA Beamlines Knowledge Overview	F_209 Experimental Operations Knowledge Overview	G_001A General Laboratory Safety for Non-lab workers	G_001A Orientation Check-in	G_001B General Laboratory Safety for Lab workers	G_001B Orientation Check-in	G_001C Guest Worker Safety for Lab workers	G_001C Orientation Check-in	G_001D Guest Worker Safety for Non-lab workers	G_001E General Lab Safety for Supervisors	G_001F General Lab Safety for Environmental Service Workers (ESWs)	G_001F Orientation Check-in	G_003 Fire Safety	G_003A Fire Extinguisher Use	G_004 First- Aid/ CPR/ AED	S a	
 Cera, Karen						✓	✓	✓	!	!	!	!	✗	!	!	✗	✗	✗	
 Parker - Test, Peter							!												
 Resch, Patrick				!	!	✓	✓								!	!	!		

Completing Training Requirements

- Below the Compliance Matrix, are the user’s required trainings with due dates.

Courses That Complete My Training Requirements

Course Name	Training Requirement	Due Date	
E_001 Electrical Safety	E_001 Electrical Safety	2026-09-02	☐ start online training
G_007 RUN. HIDE. FIGHT. Surviving an Active Shooter Event	G_007 RUN. HIDE. FIGHT. Surviving an Active Shooter Event	2026-09-02	☐ start online training
G_011 Lockout/Tagout Safety	G_011 Lockout/Tagout Safety	2026-09-02	☐ start online training

- Select “start online training” to begin any of the listed courses
- You must complete any associated prerequisites first (ex. E_001 cannot be completed until G_001X is done)

Prerequisites must be completed first!

Prerequisites Must Be Completed First

L_001 Laser Safety

Description: Overview of the fundamentals of lasers, laser radiation, hazards, and safe operating practices.

Required for: All personnel who operate lasers or work in an environment where class 3B or 4 lasers are used, including all OMEGA and OMEGA EP qualified watchstanders.

Instructors:

[Albert Consentino <acon@lle.rochester.edu>](mailto:acon@lle.rochester.edu)

[Christopher Smith <csmith@lle.rochester.edu>](mailto:csmith@lle.rochester.edu)

Prerequisite:

- G_001B General Laboratory Safety for Lab workers

Fulfills Training Requirement:

- L_001 Laser Safety

Sorry, you are missing some prerequisite training requirements. Please fulfill these training requirements before enrolling in this training course.

L_001 Laser Safety

Description: Overview of the fundamentals of lasers, laser radiation, hazards, and safe operating practices.

Required for: All personnel who operate lasers or work in an environment where class 3B or 4 lasers are used, including all OMEGA and OMEGA EP qualified watchstanders.

Instructors:

[Albert Consentino <acon@lle.rochester.edu>](mailto:acon@lle.rochester.edu)

[Christopher Smith <csmith@lle.rochester.edu>](mailto:csmith@lle.rochester.edu)

Prerequisite:

- G_001B General Laboratory Safety for Lab workers

Fulfills Training Requirement:

- L_001 Laser Safety

start online training

Training Information

Below “*Courses That Complete My Training Requirements*” is “*My Upcoming Due Training Requirements*” that provide instructions on receiving credit and accessing trainings not hosted in CEMS (e.g. MyPath)

My Upcoming Due Training Requirements

Training Requirement	Due Date	Instructions	
C_001 Chemical Safety	2026-09-02	Records update automatically once quiz is successfully completed.	
C_001 Orientation Check-in	2026-09-02	If this is your <u>first time</u> completing this training topic you <u>must email the instructors of this course to schedule a check-in appointment</u> before receiving credit	
C_007 Handling Explosives in Quantities Less than or Equal to 10 Milligrams	2026-09-08	<u>Step 1:</u> • Login in to Livermore’s website using ☐ Guest Access • Search for and complete LLNL’s “Working with Explosives in De Minimus or Residual Quantities” (Course ID: HS2070-W) - allow pop-ups <u>Step 2:</u> In order to receive credit for this training: • If this is your <i>first time</i> taking the training, schedule an appointment to meet with a Chemical Safety Officer (☐ Nate Urban or ☐ Ken Marshall) • Forward the course completion email from LLNL, to Safety_Office@lle.rochester.edu	 upload proof of completion

Completing Trainings

- Trainings that reside in CEMS contain:
 - The Description
 - Who they're required for
 - The Instructors (points of contact)
 - The training
 - Supplemental Material (Related Links)
 - The quiz – successful completion required to obtain credit

G_001B General Lab Safety for Lab Workers

Description: Overview of LLE's policies; alarm response, building access, and security practices; hazard management, stop work, buddy system and safe work practices

Required for: All persons who have key-card access to LLE working in any LLE Laboratories

Instructors:

[Patrick Resch <pres@lle.rochester.edu>](mailto:pres@lle.rochester.edu)

[Scott Householder <shou@lle.rochester.edu>](mailto:shou@lle.rochester.edu)

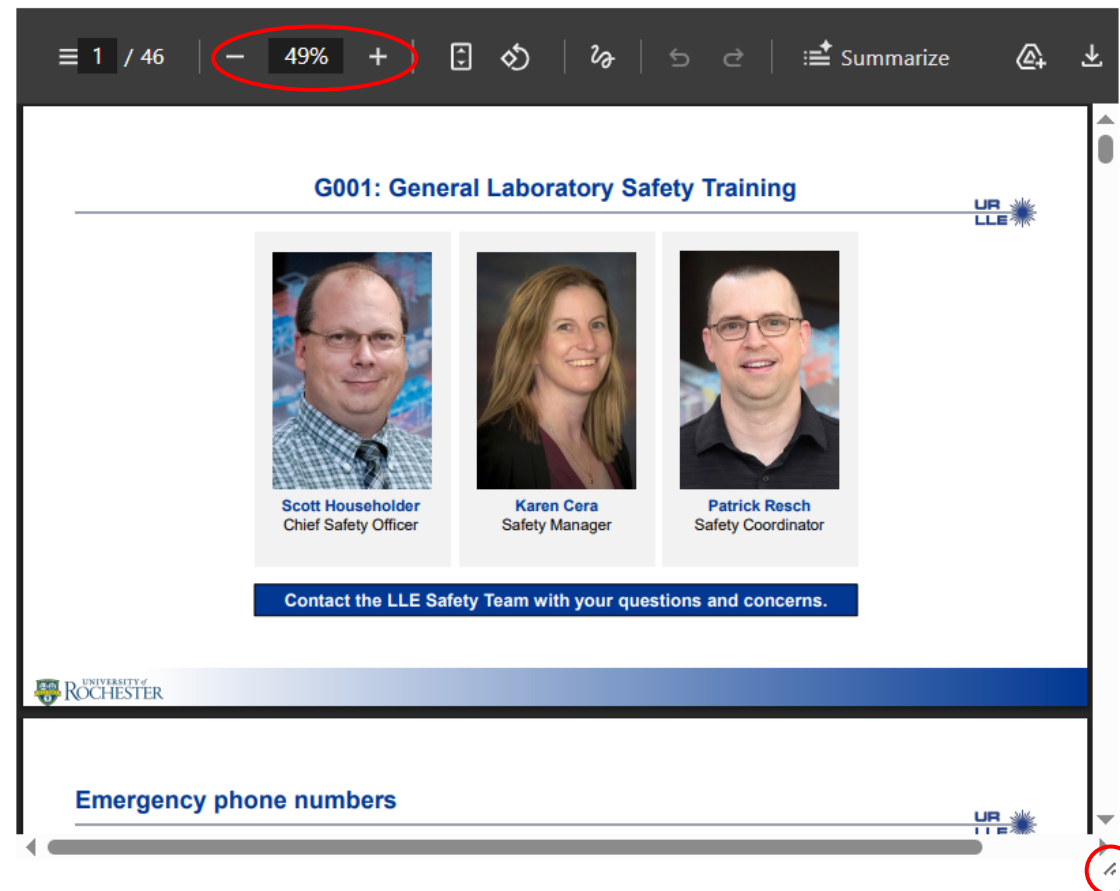
[Karen Cera <kmonroe@lle.rochester.edu>](mailto:kmonroe@lle.rochester.edu)

Fulfills Training Requirement:

- G_001B General Laboratory Safety for Lab workers

Accessing the Training

- The training is scalable. Increase the size of the deck by dragging the bottom right corner
- Increase the image size using the Zoom feature at the top



Review the Supplemental Material Before Starting Test

Supplemental Material:

- [Laboratory Inspection Program](#) (LLEINST 6550)
- [Laser Facility Organization & Regulation Manual](#) (LLEINST 3000)
- [UR Personal Protective Equipment Plan](#)
- [UR Safety Corner](#)
- [Incident Reports](#)
- [Safety Action Items](#)

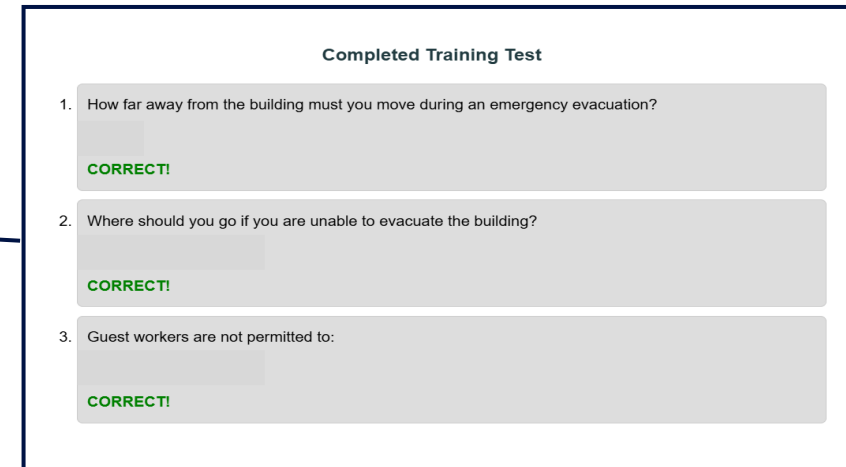
start test

New Quiz Formatting

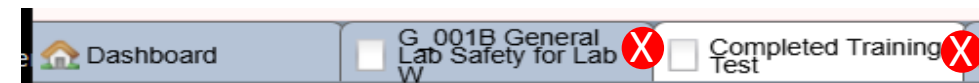
- Test questions appear one at a time and are randomized
 - Progress will be saved for an incomplete quiz – you may quit mid-quiz and return where you left off, later
- Click submit and your grade, a link to view test feedback, and a Certificate of Completion (if completed successfully) will be provided

Fulfills Training Requirement:

- G_001B General Laboratory Safety for Lab workers



- Once complete, close the tab at the top of the screen



Referencing a Completed Training

- If you would like to reference a slide deck for a training you have already completed, select “[view available courses](#),” located below “Courses that Complete My Training Requirements”

Courses That Complete My Training Requirements

Course Name	Training Requirement	Due Date	
C_002 Beryllium Safety	C_002 Beryllium Safety	2026-07-08	☐ start online training
F_204 Cleanroom Procedures Overview	F_204 Cleanroom Procedures Overview	2026-07-08	☐ start online training
L_001 Laser Safety	L_001 Laser Safety	2026-07-08	☐ start online training
M_001 General Mechanical Safety	M_001 General Mechanical Safety	2026-07-08	☐ start online training
M_002 Compressed Gas Safety	M_002 Compressed Gas Safety	2026-07-08	☐ start online training
R_001 Radiation Safety for All Radiation Workers	R_001 Radiation Safety for All Radiation Workers	2026-07-08	☐ start online training
S_001 LLE Facility Access Information and Cyber Security	S_001 LLE Facility Access Information and Cyber Security	2026-07-08	☐ start online training
T_001 SaF-T	T_001 SaF-T	2026-07-08	☐ register
C_001 Chemical Safety	C_001 Chemical Safety	2026-07-08	☐ start online training

My Course Enrollments  [view available courses](#)  [view certificates](#)