

SAFETY ALERT

November 10, 2022

Berkeley Lab Training Website

Access to all LBNL training courses and training reports

The Berkeley Lab Training (BLT) website contains all LBNL training information in one location. This includes training required by Environmental Health and Safety, Information Technologies, Human Resources, and Finance. Personnel can log into this website by going to:

<http://training.lbl.gov>.

Once logged into the Berkeley Lab Training website, the following tabs are available at the top of the main screen:

1. **Training Profiles.** Click on this tab to obtain “my profile” and a “my direct reports” profile. The profile will include training courses assigned, completion status, completion dates, renewal date (if applicable), and a link for on-line and classroom courses. The profile can be downloaded in Excel or PDF formats.
2. **Training Courses.** All available training courses are listed. To access a course, click on the link. Many include a course description. There is also a training class calendar and a link for classroom-style course registration.
3. **Training Reports (Supervisors).** A number of training reports can be created. This includes required training, completion status, expired training, and GERT completion. These reports can be downloaded in Excel and PDF formats.

A quick tutorial for staff on how to use the BLT website can be found at: [Training Tutorial for Staff](#). A quick tutorial for supervisors on how to use the BLT website can be found at: [Training Tutorial for Supervisors](#)

If you have any questions about your training assignments or training status, please contact the ETA Safety Manager at X8137.