

CampusOptics Quick Guide – Training

Training Programs Overview

Training / **Training Programs** New Training Program

Training Programs Trainees Completed Trainings Pending Submissions

Type to filter training programs...

Program Name	Frequency	Pending Submissions	Overdue Trainings	Assigned Trainees
Animal Care Safety	Every 3 Years • On-Demand	0	0	31
Blood Borne...	Annually • On-Demand	3	0	122
Chemical Handling...	Every 2 Years • On-Demand	28	0	257
Compressed Gas...	Every 2 Years • On-Demand	8	0	201
Environmental...	Annually • On-Demand	15	0	256
EPA: Hazardous Was...	Annually • On-Demand	0	0	256
Fire Safety	Every 2 Years • On-Demand	26		
Hazard...	Every 2 Years • On-Demand	27		
Laboratory Hazard...	Every 2 Years • On-Demand	29		

- The training programs are stemming from the Laboratory Training Matrix file.

Training Programs Overview

The screenshot shows the 'Training Programs Overview' for a space named 'MARINE SCIENCES'. The interface includes a sidebar with navigation options like Dashboard, Campus, Compliance, Inspections, Assets, Inventory, HazWaste, Training, Plans, Permits, Drills, Issues, Incidents, Contacts, and Reports. The main content area displays various metrics and settings for the selected space.

Building: MARINE SCIENCES

Areas: 1

Space Memberships: 5

Primary Members: Natalia Soares Quinete

Inventory Details:

- Inventory Method: All Items
- Reconciliation Status: Not Specified
- Reconciliation Due: None

NFPA Information: No NFPA information is set for this space.

Safety Icons: No safety icons are assigned to this space.

GHS Pictograms: No GHS pictograms are set for this space.

HazWaste Containers: 0

Open Issues: 0

Asset: 1

Incidents: 0

Door Sign: A door sign has not been created for this space. Create a door sign now.

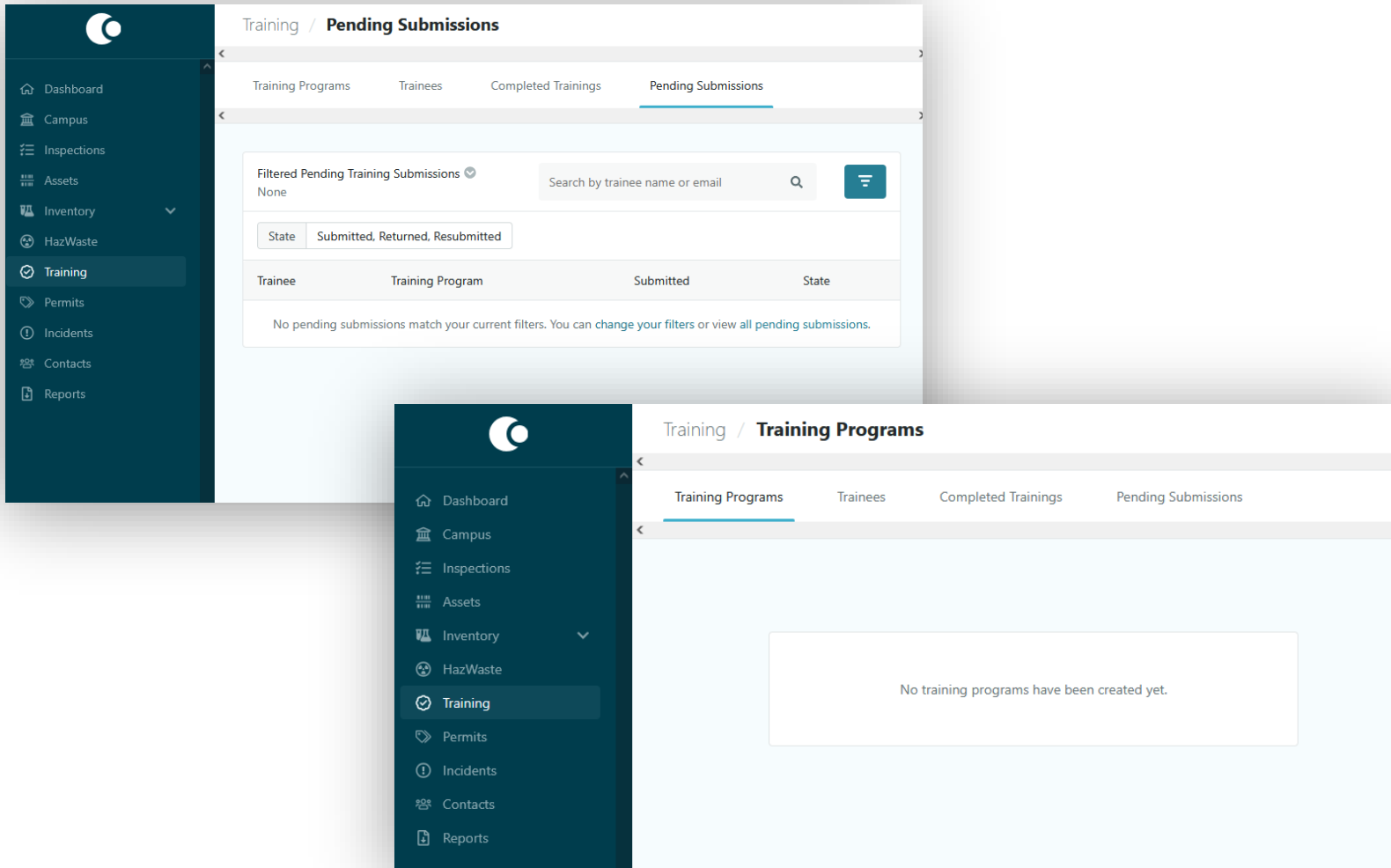
Membership Requests: This space allows memberships to be created via an access request form and approval workflow, but has not yet been configured. [Configure](#)

Custom Fields: (Circled in red)

- BSL2 APPROVAL #
- ACL2 APPROVAL #
- ABSL2 APPROVAL #
- HAZARDS PRESENT: Core, Chemical, Gas Cylinders (Pointed to by a red arrow)

- The training programs are based on Hazard Criteria for the Lab Space.
- Can be found in the Space Overview page in the Custom Field sections
- If not yet assigned, will be happening soon.
- If a mistake is present please let us know.

Training Access



- Individual users will **not** be able to view assigned trainings in the Trainings window
- Training programs are assigned to the members of the lab, not individual user.
- Access Training Portal through 'contacts', find contact's name and access the training portal

Training Portal Access

The screenshot displays a web application interface with a dark teal sidebar on the left and a light blue main content area. The sidebar contains a list of navigation items: Dashboard, Campus, Inventory, All, Biological, Chemical, HazWaste, Training, **Contacts** (highlighted), and Reports. The main content area has a header with 'Details' and 'Training' tabs, with 'Details' selected. Below the header, the 'Contact Details' section is visible. It includes a 'Basic Information' table with fields for Name (Jesna Shaji), Organization (Not Specified), and Groups (No Groups). To the right of this table is a 'CONTACT INFORMATION' section with fields for Email (jshaji@fiu.edu) and Phone (305-348-0198). Below the 'Basic Information' table is a 'Custom Fields' section. On the right side of the main content area, there is a 'Private Links' section, which is highlighted with a yellow rectangle. It contains a link titled 'Training Portal' with a red lock icon, a URL snippet '.../co/pvBspWUogf', and buttons for 'Copy' and 'Expire'. Below the 'Private Links' section is a 'Documents' section with a message stating 'No documents have been added to this contact. Open the documents sidebar from the page header to attach documents.' At the bottom of the main content area is a 'Notes' section.

Dashboard
Campus
Inventory
All
Biological
Chemical
HazWaste
Training
Contacts
Reports

Details Training

Contact Details

Basic Information	
NAME ⓘ	CONTACT INFORMATION
Jesna Shaji	jshaji@fiu.edu
	305-348-0198
ORGANIZATION	LICENSE NUMBER
Not Specified	Not Specified
GROUPS	UNIQUE SSO ID
No Groups	jshaji

Custom Fields

OWNER CODE

Private Links ⓘ

Training Portal ⓘ
.../co/pvBspWUogf • Expire
Copy •

Documents

No documents have been added to this contact. Open the documents sidebar from the page header to attach documents.

Notes

Training
Portal link

Training Portal

Assigned Trainings

You're assigned to the following training programs. For each program, you can either follow the link to complete the training or view upcoming sessions, depending on the delivery method of the program.

	Environmental Awareness Due January 9th, 2026	 Future
+ View Environmental Awareness Details		
	Small Spills and Leaks Due August 22nd, 2026	 Future
+ View Small Spills and Leaks Details		
	EPA: Hazardous Waste Awareness & Handling Due September 12th, 2026	 Future
+ View EPA: Hazardous Waste Awareness & Handling Details		

- Once the Training Portal is opened a list of assigned trainings is displayed
- To launch the training and upload certificate click the button with the Plus sign

Training Portal

 **Environmental Awareness**
Due January 9th, 2026

 Future

Training Program Details
This training will provide information on Environmental Awareness safety and compliance.

This course is formerly titled: "Environmental Awareness PT 1 and PT 2". The only changes that have taken place are course title and minor content.

Complete this training if you were/are required to complete the former title, or currently titled course.

Training Repeats
Annually

Last Completed
January 9th, 2025

Completion Instructions
This training can be completed online. View the training at the link below, then return to this page to confirm your completion.

Launch Training

Confirm Completion

- Under the training course name, future .due date will display
- Under the description the last date of completion will be shown.
- A link to the DEVELOP site is provided on the left button 'Launch Training'
- To add the last certificate obtained click the 'Confirm Completion' button

Training Confirmation

ENVIRONMENTAL AWARENESS
On-Demand Training

← All Trainings / [Redacted]

Trainee Info

Email Address * [Redacted]  Phone Number [Redacted]

First Name * [Redacted] Last Name * [Redacted]

Certificate of Completion ⓘ

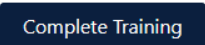
Please confirm you completed the course by attaching the PDF certificate. *

[Redacted]

Add Supporting Documents

Add files to upload as supporting documentation.

 No files selected.



- The contacts contact information will be filled out.
- Select 'I Confirm' to acknowledge completion.
- Browse and attach the PDF version of the certificate obtained from DEVELOP
- Submit for Review by clicking 'Complete Training'
- An Admin will review the submissions and confirm the training completion.