



How to register to Laboratory Worker WHMIS



To register the Workplace Hazardous Material Information System (WHMIS) On-Line training please follow the instructions below:

- 1- Log in to your Virtual Campus account at <https://maestro.uottawa.ca/indexEN.asp> . To access Virtual Campus, you must be a student or an employee of uOttawa.

 If you are uncertain of your login credential, please contact **6555**.

 If you are a visitor or if you require a special access, please contact the Office of Risk Management at safety@uottawa.ca or at **5892**.

- 2- Once you are logged in, please click on the WHMIS button situated on the lower left of the page as per the picture below.

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The screenshot shows the Virtual Campus website in a Windows Internet Explorer browser. The page header includes the University of Ottawa logo and the text "University of Ottawa - Canada's university". Below the header, the "Virtual Campus" logo is displayed, along with the tagline "Centre for Mediated Teaching and Learning".

The main content area is divided into several sections:

- User Menu:** Includes links for "Course List", "Course Request", and "Access Management".
- Tools:** Includes links for "Tutorials", "Workshops", "Accessibility", "Download", and "Calendar".
- WHMIS:** A red button labeled "WHMIS" is circled in red, with a large red arrow pointing to it from the left. Below it is a link for "Course List".
- Course List:** A section titled "Course List" with the text "Here is your personalized course list:". It lists several courses:
 - Fall 2010:**
 - [CHIMLAB - LABO DE CHIMIE \[17951\]](#)
Professor: Rashmi Venkateswaran
 - [SIMDUT - pour le personnel travaillant dans un laboratoire \[16859\]](#)
Professors: Renée Grandbois, Deborah Billington, Pierrette Gouin
[Manage](#)
 - Spring / Summer 2009:**
 - [SIMDUT - pour les employé\(e\)s de bureau \[16858\]](#)
Professors: Renée Grandbois, Deborah Billington, Pierrette Gouin
[Manage](#)
 - [WHMIS - for Office Workers \[16855\]](#)
Professors: Anne Patry, Erwan Peres, Chantal Marin, Emmanuel Cadet, Renée Grandbois, Deborah Billington, Debra-Ann Arvisais, John Loop, Pierrette Gouin, Ty Arslan
[Manage](#)
 - Fall 2008:**
 - [WHMIS - for Laboratory Workers \[16856\]](#)
Professors: Renée Grandbois, Deborah Billington, Pierrette Gouin
[Manage](#)
 - Inactive Courses (Students do not have access to the following courses):**
 - [18419 - SIMDUT Non technique \[24591\]](#)
Professors: Renée Grandbois, Deborah Billington, Pierrette Gouin
[Manage](#)
 - [WHMIS - WHMIS Non Technical \[18418\]](#)
- Campus Essentials:** Includes links for "Before your course", "During your course", and "After your course".
- Copyrights:** Includes links for "Canada's Law" and "University Of Ottawa".
- Campus links:** Includes links for "Library" and "SASS".

The browser's address bar shows the URL "http://virtualcampus.uottawa.ca/main.asp". The Windows taskbar at the bottom shows the Start button and several open applications: "Inbox - Microsoft Out...", "Virtual Campus - Win...", and "Document1 - Microsof...". The system tray shows the time as 1:31 PM.

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3- Once you have clicked, you will have the choice of the French or English version of the training. Select one.

The screenshot shows a Windows Internet Explorer browser window displaying the Virtual Campus website. The address bar shows the URL: http://virtualcampus.uottawa.ca/main_whmis.asp?INC=whims_master.asp&LANG=EN. The website header includes the uOttawa logo and the text "University of Ottawa – Canada's university". The main content area is titled "Virtual Campus Centre for Mediated Teaching and Learning".

The page features a navigation menu on the left with sections for "User Menu" (Course List, Course Request, Access Management) and "Tools" (Tutorials, Workshops, Accessibility, Download, Lab Calendar). The main content area includes a "WHMIS Workplace Hazardous Material Information System" section with a description: "The workplace hazard information management system (WHMIS) is a way of informing everyone about how to obtain information on hazardous materials. WHMIS standardises the content and type of information that is given to workers in workplaces in Canada. The Ontario Ministry of Labour applies WHMIS requirements to ensure that all workers receive WHMIS training." It also provides contact information for the Office of Risk Management and lists personalized WHMIS courses for Fall 2010 and Fall 2008, each with a "Manage" link.

On the right side, there are sections for "Campus Essentials" (Before your course, During your course, After your course), "Copyrights" (Canada's Law, University Of Ottawa), and "Campus links" (Library, SASS). The footer of the page reads: "Centre for Mediated Teaching & Learning (CMTL) © 2000-2010 University of Ottawa".

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- 4- The registration is automatic. The course will appear in your course list within 15 minutes. Please log out of Virtual Campus and re-enter to visualize the change.



The course may not appear in the current semester. It may appear in the semester it was created. Please verify in your past semester to find the link to the course.

- 5- If you encounter difficulties **registering**, please contact the Office of Risk Management at safety@uottawa.ca or at **5892**.
- 6- If you encounter difficulties **with the Virtual Campus website**, please contact **5777**.