Clicking on the link on the EHS course training page
(https://onq.queensu.ca/d2l/lp/navbars/25338/customlinks/external/18984)

This will send you to the onQ sign in Page

Login with your NetID and Password

You will be taken to the onQ ‘Self Registration Course Offering Page’

Click on the Course that you wish to enroll in. All EHS courses start with the letters EHS.

Make sure you select the right course (eg WHMIS2015 Full Course if you have recently attended lecture,
WHMIS2015 Annual Refresher if you have previously taken Queen’s WHMIS and are doing annual refresher).
This Page will now open, showing the course you are attempting to register in:

### Description

**Course Offering Name:** Transportation of Dangerous Goods  
**Course Offering Code:** Transportation of Dangerous Goods  
**Description:** Transportation of Dangerous Goods Training and Quiz

[Click Register]

### Registration Form

**Course Offering List > Course Offering Description > Registration Form**

**Step 2: Enter Registration Information**

<table>
<thead>
<tr>
<th>Required fields are marked with a *</th>
</tr>
</thead>
<tbody>
<tr>
<td>* First Name: ENVIRONMENTAL</td>
</tr>
<tr>
<td>* Last Name: HEALTH &amp; SAFETY</td>
</tr>
<tr>
<td>* Email: <a href="mailto:safety@queensu.ca">safety@queensu.ca</a></td>
</tr>
<tr>
<td>Org Defined ID: safety</td>
</tr>
</tbody>
</table>

[Click Submit]

### Confirmation

**Course Offering List > Course Offering Description > Registration Form > Confirmation**

**Step 3: Confirmation**

- **FirstName:** ENVIRONMENTAL  
- **LastName:** HEALTH & SAFETY  
- **Email Address:** safety@queensu.ca  
- **OrgDefinedId:** safety

[Click Finish]
You should now see the course listed under ‘Select a course’

![Select a course](image)

When you click content you will see the table of contents.

Under Personal Information, you will see a Personal Information Quiz. Click on it and the small quiz will ask for your staff/student number and your department.

![Personal Information](image)

Follow the prompts and submit the quiz.

The rest of the course will now open.