

# How to Do LSF-Specific Training on the MRL Compass Site

A guide for researchers in the MRL  
Laser and Spectroscopy Facility

Last update 1/27/15 -- KW

# Log in to Compass

My Illinois Compass 2g - x

← → ↻ <https://compass2g.illinois.edu> <https://compass2g.illinois.edu> group\_id=\_1\_1

**Illinois Compass 2g**  
POWERED BY BLACKBOARD LEARN

My Illinois Compass 2g   Notifications Dashboard

### My Announcements

*No Institution Announcements have been posted in the last 7 days.*

[more announcements...→](#)

### Maintenance Schedule

Compass 2g system maintenance is scheduled for every Wednesday morning between 5 a.m. and 9 a.m. The system is generally unavailable during that time.

For status of the system please go to <http://status.illinois.edu>

### Welcome to Illinois Compass 2g

[Change Text Size](#)   [High Contrast Setting](#)

You are not logged in  
If you are having problems logging in, please contact the CITES Help Desk at (217) 244-7000 or email [consult@illinois.edu](mailto:consult@illinois.edu).

USERNAME:

PASSWORD:

[Login](#)   [Forgot Your Password?](#)

GOTO page 3

# Sign up for the MRL training course

IF you have not yet completed the New MRL Researcher Orientation,  
THEN you must complete it before you can get access to LSF instruments.  
**GOTO page 4.**

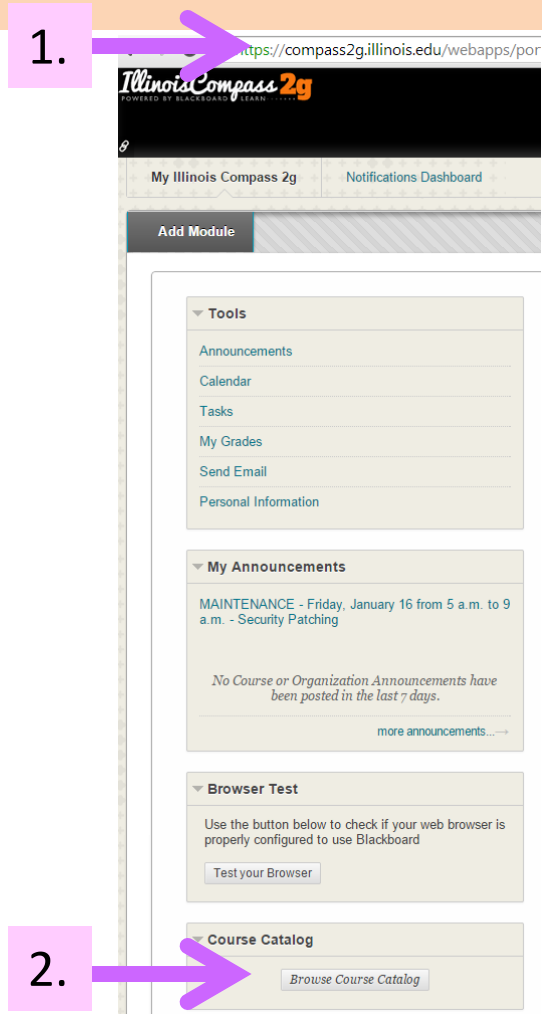
IF you have been an MRL researcher for a long time (MRL ID < 8409),  
THEN you don't need orientation, but you need to do one extra assignment.  
**GOTO page 7.**

IF you have already completed the New MRL Researcher Orientation,  
THEN **GOTO page 10.**


GOTO page 4 or 7 or 10

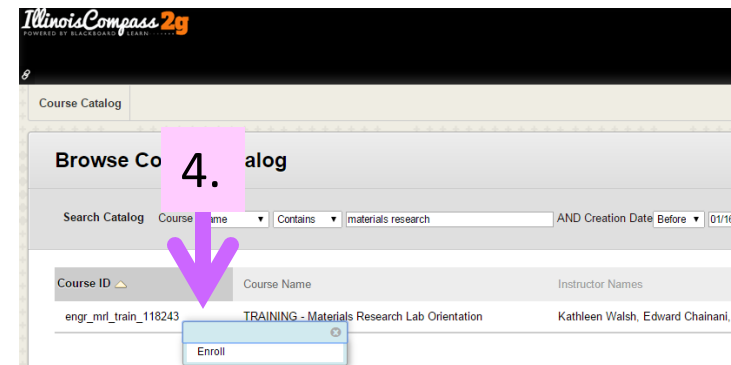
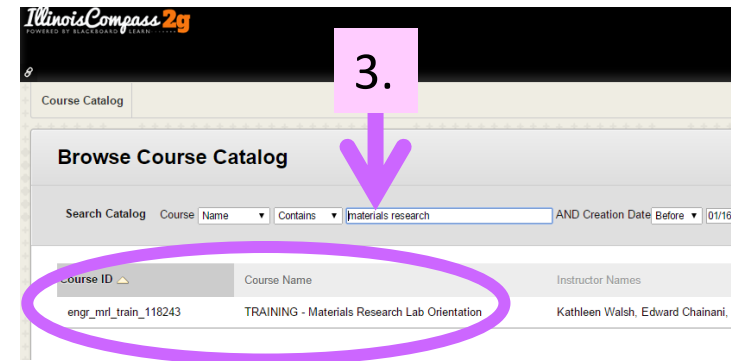
# Sign up for the MRL orientation

1. Log in to <https://compass2g.illinois.edu> using your netID and AD password. This will take you to the home page “My Illinois Compass 2g.”
2. In the left bottom navigation pane marked **Course Catalog**, click the button “Browse Course Catalog” button.



# Sign up for the MRL orientation

3. Search for a course with name “Materials Research.” The results should show a course with Course ID=**enr\_mrl\_train\_118243** and name=**TRAINING - Materials Research Lab Orientation**.
4. Hover your mouse over the Course ID enr\_mrl\_train\_118243, click the down arrow , and then select “Enroll.”
5. In the **Self Enrollment** page that shows next, click the Submit button.



# Complete the MRL orientation

## 6. Complete the orientation for new MRL researchers.

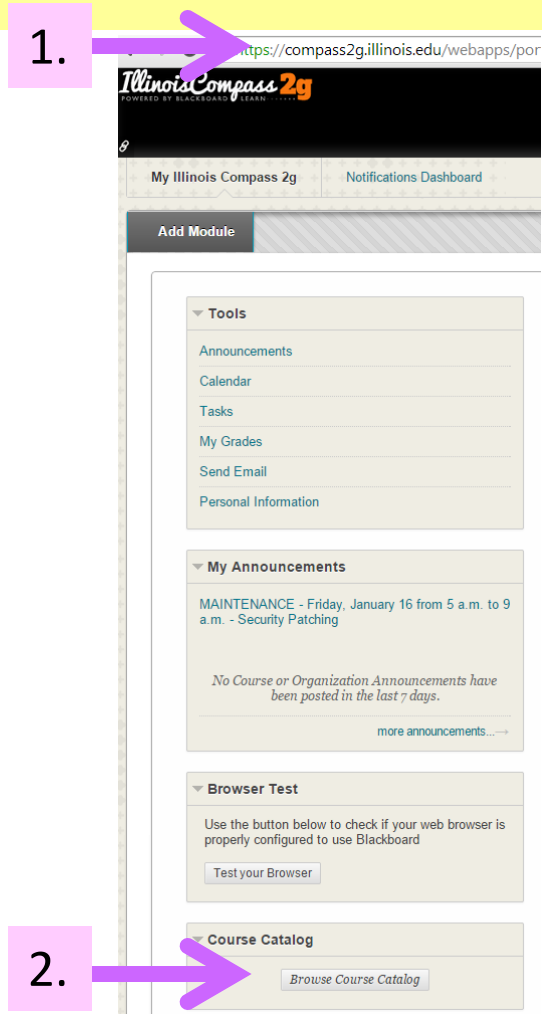
- This includes 1) DRS online general safety training, 2) a safety quiz, and 3) attendance at an in-person orientation session.
- The in-person orientation session schedule is available at <http://mrl.illinois.edu/sites/default/files/pdfs/mrl%20researcher%20orientation.pdf>.
- If you have questions about the orientation, please contact Kathy Walsh, [kawalsh@illinois.edu](mailto:kawalsh@illinois.edu), or Edward Chainani, [echaina2@illinois.edu](mailto:echaina2@illinois.edu).

## 7. Proceed to **page 10**.

If your MRL ID < 8409:

# Sign up for the MRL training course


1. Log in to <https://compass2g.illinois.edu> using your netID and AD password. This will take you to the home page “My Illinois Compass 2g.”
2. In the left bottom navigation pane marked **Course Catalog**, click the button “Browse Course Catalog” button.

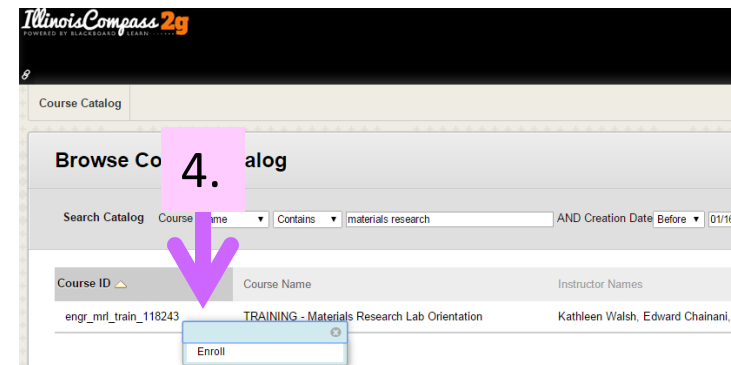
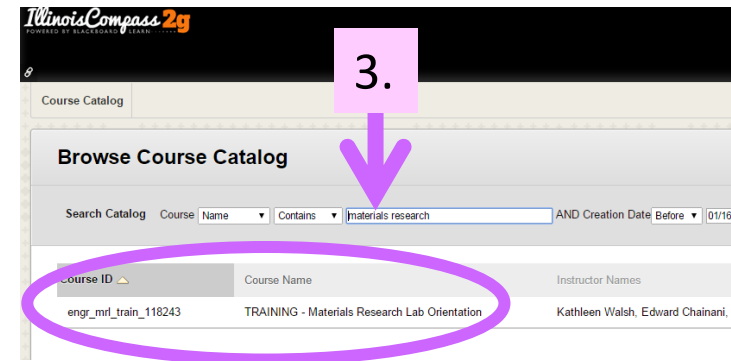


GOTO page 8

If your MRL ID < 8409:

# Sign up for the MRL training course

3. Search for a course with name “Materials Research.” The results should show a course with Course ID=**enr\_mrl\_train\_118243** and name=**TRAINING - Materials Research Lab Orientation**.
4. Hover your mouse over the Course ID enr\_mrl\_train\_118243, click the down arrow , and then select “Enroll.”
5. In the **Self Enrollment** page that shows next, click the Submit button.



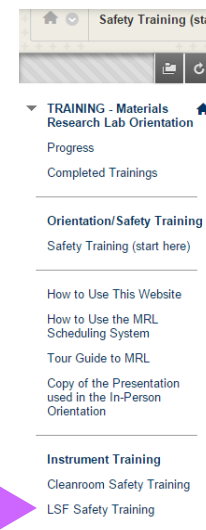


If your MRL ID < 8409:

# LSF General Lab and Safety Training

1. On the left links bar in the MRL Compass site, click “LSF Safety Training”
2. Complete all 3 tasks:
  - a) LSF General Lab Safety Training (DRS online general and electrical safety training)
  - b) LSF Safety Training (DRS laser safety training)
  - c) Laser Safety Quiz (read and agree to follow instructions for the safe use of lasers in the LSF)

1. →



**2a.** **LSF General Lab Safety Training**  
Do the training at <http://www.drs.illinois.edu/Training?section=GeneralLabSafety#GeneralLaboratorySafetyTraining> and <http://www.drs.illinois.edu/Training?section=GeneralLabSafety#ElectricalSafetyforLabs> and upload the training completion certificate PDFs. Or access your training record at: <http://www.drs.illinois.edu/Training/Records> and upload the training completion certificate PDFs.  
**Upload 2 certificates:** one for General Laboratory Safety Training and one for Electrical Safety for Labs.  
If you have completed the MRL Orientation, you should not be able to see this assignment. If you have completed the MRL Orientation and still see this assignment, please email [kawaish@illinois.edu](mailto:kawaish@illinois.edu).

**2b.** **LSF Safety Training**  
Additional safety training is required for access to Laser and Spectroscopy Facility instruments:  
DRS Online Laser safety training <http://www.drs.illinois.edu/Training?section=LaserSafety#GeneralLaserSafety>  
You will get a PDF certificate of completion when you finish the training session. Download and save the PDF certificate, then upload it into this assignment. If you have done this training before in the last 12 months, you don't have to do it again until the training is 12 months old. To validate your previous training, just access your training record at <http://www.drs.illinois.edu/Training/Records> and upload the PDF.

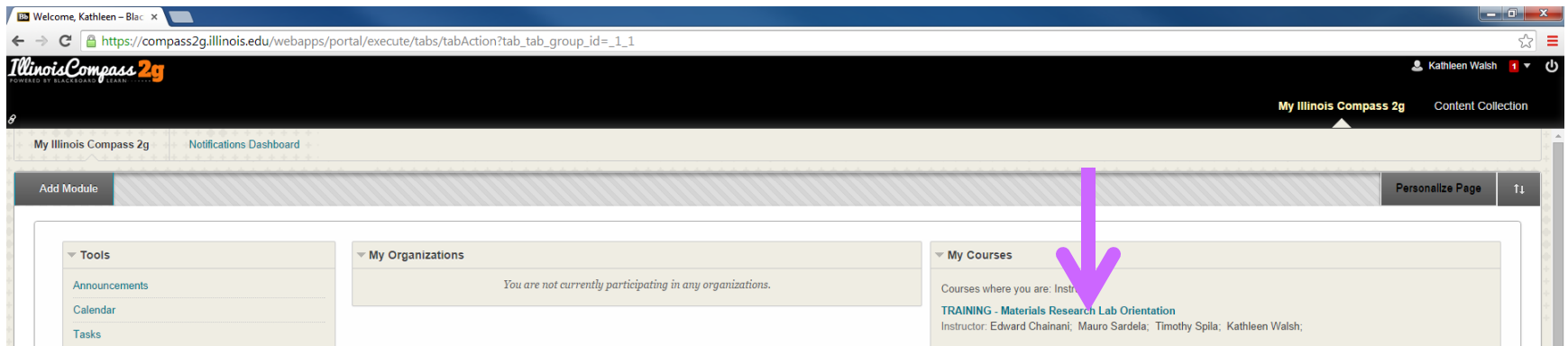
**2c.** **Laser Safety Quiz**  
Instructions for the safe use of lasers in the LSF.

GOTO page 12

# Go to the MRL training course

Log in to <https://compass2g.illinois.edu>

Course name is TRAINING – Materials Research Lab Orientation

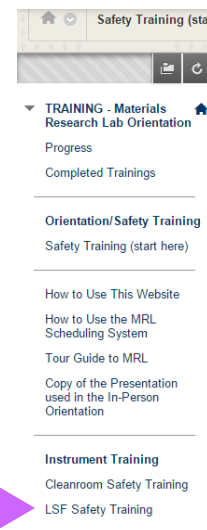


The screenshot shows a web browser window displaying the Illinois Compass 2g portal. The user is logged in as Kathleen Walsh. The page features a navigation bar with 'My Illinois Compass 2g' and 'Content Collection' links. Below the navigation bar, there are three main sections: 'Tools' (with links for Announcements, Calendar, and Tasks), 'My Organizations' (with a message: 'You are not currently participating in any organizations.'), and 'My Courses'. A purple arrow points to the 'My Courses' section, which lists the course 'TRAINING - Materials Research Lab Orientation' with instructors: Edward Chainani, Mauro Sardela, Timothy Spila, and Kathleen Walsh.

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# LSF Safety Training

1. On the left links bar in the MRL Compass site, click “LSF Safety Training”
2. Complete all 2 tasks:
  - a) LSF Safety Training (DRS laser safety training)
  - b) Laser Safety Quiz (read and agree to follow instructions for the safe use of lasers in the LSF)



Screenshot of the LSF Safety Training page. The page title is "LSF Safety Training". The main content area shows two tasks: "LSF Safety Training" and "Laser Safety Quiz". The "LSF Safety Training" task is highlighted with a pink box and the number "2a.". The "Laser Safety Quiz" task is highlighted with a pink box and the number "2b.".

**LSF Safety Training**

Additional safety training is required for access to Laser and Spectroscopy Facility instruments:

DRS Online Laser safety training <http://www.drs.illinois.edu/Training?section=LaserSafety#GeneralLaserSafety>

You will get a PDF certificate of completion when you finish the training session. Download and save the PDF certificate, then upload it into this assignment. If you have done this training before in the last 12 months, you don't have to do it again until the training is 12 months old. To validate your previous training, just access your training record at <http://www.drs.illinois.edu/Training/Records> and upload the PDF.

**Laser Safety Quiz**

Instructions for the safe use of lasers in the LSF.

GOTO page 12

# LSF Instrument Training

- Welcome to the MRL Laser and Spectroscopy Facility!
- Your LSF Safety Training will be verified by LSF staff, and your laser safety training date will be entered into the MRL LSF schedule system.
  - After the information has been entered into the schedule system, you will be able to Request Training by selecting the instrument on the LSF schedule page:  
<http://cmmserv.mrl.illinois.edu/laserschedule/login.asp>
- You must renew the DRS Laser Safety training every year and provide a new certificate.
- LSF staff contact information:  
<http://mrl.illinois.edu/facilities/laser-and-spectroscopy-facility/lsf-staff>