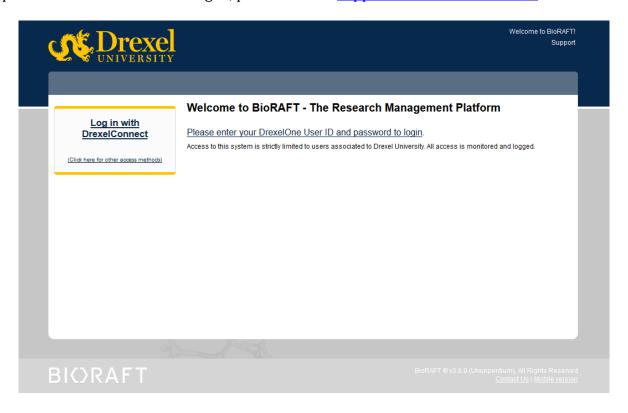


http://www.drexel.bioraft.com/

You can sign in to the training website using the above link. You will be prompted to enter your DrexelOne User ID* (e.g. xyz123) and your domain password (generally the same password that you use for your Drexel email).

*If you do not have a DrexelOne User ID, please contact cnhpcompliance@drexel.edu.

*If you are a student or adjunct faculty member who is not currently enrolled you may not be able to access this system until you are registered. If you have a DrexelOne User ID and password but are unable to log in, please contact support@bioraft@drexel.edu.



Please keep in mind:

- Each of the required training modules must be completed **yearly**.
- Please allow for approximately 1.5 hours to complete all of the required modules.
- Each module has 10+ slides, as well as a quiz on the material covered within the slides. The quiz must be completed in order to receive your completion certificate.
- Your completion document(s) must be uploaded to your CastleBranch profile.
 Instructions are provided below.

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Training Completion Process

You may receive an email titled "Drexel University Online Safety Training – Safety Training Required!" from support@bioraft.com that provides direct links the training modules that you need to complete. An example email is pictured below:

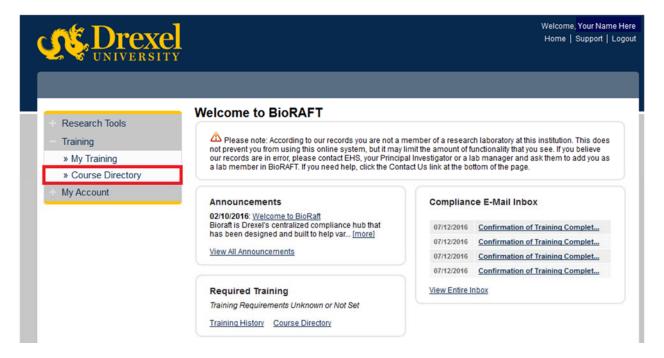
----Original Message-----From: support@bioraft.com [mailto:support@bioraft.com] On Behalf Of no-reply@bioraft.com Sent: Tuesday, June 21, 2016 5:46 PM To: emailaddress@drexel.edu Subject: Drexel University Online Safety Training - Safety Training Required! ***IMPORTANT*** [Your Name], The following safety training must be completed promptly. You are required to complete the following training course(s). Click the link below to login and complete your training. Name: Clinical Bloodborne Pathogens Description: Launch Link: https://drexel.bioraft.com/rafttraining/course/175 Name: Clinical Emergency Response Description: Launch Link: https://drexel.bioraft.com/rafttraining/course/194 Name: Clinical Fire and Life Safety Description: Launch Link: https://drexel.bioraft.com/rafttraining/course/187 Name: Clinical Hazard Communication Description: Launch Link: https://drexel.bioraft.com/rafttraining/course/181

If you do not receive an email, you are still able to log in to the site (http://www.drexel.bioraft.com/) to complete trainings or check prior training expiration dates.

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1) After logging in to your account, click on **+ Training** in the left-hand navigation menu. This will reveal a drop-down list. Click on **> Course Directory**.



2) There will be a large list of trainings available. In order to fulfill your compliance requirements you must complete the following:

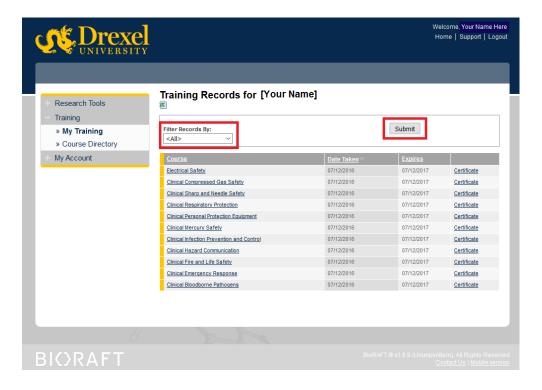
a. Required Courses

- i. Clinical Bloodborne Pathogens
- ii. Emergency Response
- iii. Fire and Life Safety
- iv. Clinical Hazard Communication
- v. Clinical Sharps and Needle Safety
- vi. Clinical Personal Protection Equipment
- vii. Respiratory Protection
- viii. Clinical Infection Prevention and Control
 - ix. Compressed Gas Safety
 - x. Clinical Mercury Safety

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- 3) After you have completed all of the modules, you will need to upload proof of your training completion to your CastleBranch profile. There are two ways to do so successfully:
 - **Option 1**: Click on **» My Training** on the left-hand navigation menu. Make sure to set "Filter Records By: **<All>**" and click **Submit**. This will show proof of <u>all</u> of your completed trainings. Please print this page to PDF and upload it to your CastleBranch Profile.



Option 2: Download all of your individual completion certificates (all certificates are sent to you via email and are also downloadable via the » **My Training** page on the left-hand navigation menu). Combine <u>all</u> of the completion certificates into <u>one</u> PDF document and upload it to your CastleBranch Profile.

- If you have issues with the website, please contact support@bioraft.com or safeheal@drexel.edu for assistance.
- If you have questions about your compliance requirements, please contact <u>cnhpcompliance@drexel.edu</u> or your Compliance Coordinator.

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