1. Login to Web site – [http://www.ttuhsc.edu/admin/safety/uso](http://www.ttuhsc.edu/admin/safety/uso)

2. Click on Admin Controls button on far right of page.

3. Click on eRaider Sign In button to sign in with your eRaider username and password.

4. Utilize the 3 links at the top to manage and track employee compliance with Safety Training.

5. Click on the Department Tools link. Then Click on the Unit Management link.

   Instantly see compliance average for NESOP Level 1, Level 2, & Refresher Safety Training.

   Red color in any cell indicates missing training.

   Click on employee's name to bring up 2 options.

   - View Transcript
   - Set Training Requirements

   Click on any red cell to bring up option to send employee an email reminder to complete training.

   By clicking this option, you will be able to view all Safety Training an employee has completed.

NESOP is New Employee Safety Orientation Program consisting of 5 online short courses & Level 2 form all new employees must complete.

Current employees complete safety Refresher Training in all required categories: AP, EP, IDEP, RTK, & SP before end of fiscal year.
6. The My USO Documents link pulls up 2 options.

7. The USO Document Repository link allows you to upload & save 4 files. Saving these types of files is optional. Once saved, with one click you can send the document to all employees in your department to keep them updated and current.

8. The Signature Sheets link allows you to print extra signature sheets for pamphlet training, fire drills, approved presentation/lecture, etc. Please remember that these signature sheets will print only the names of employees who have not completed that particular training. Select department(s) and then select the signature sheet type you want.

9. The Contact Safety Services link has several options. Most options are links to either Safety service requests or reporting for TTUHSC as described under each option.

10. For questions, for more information, and/or to schedule Admin Controls training, call Safety Services at 806-743-2597. We can schedule classroom training or over-the-phone training.