

Subject: ESOHTN Log-in & Training Procedures

PLEASE NOTE: There are many courses listed on the ESOHTN site, JBLE-E Personnel only need to complete BEMA or LEMAC; and/or HazCom training as required. Coordinators (AECs, UECs, HWCs) and others (HWSs, HMMs) need to take AEM Phase I as required by their job function.

****NOTE: One Email, One Name per Account!! Do not allow other personnel to use your account! This will cause duplicates in the system and they WILL BE DELETED! You may lose training records in this process and will have to retake the training****

Step by step Log-in guidance: If you already have an account, go to Step 12, if not start here!

1. You need to go to this website: <https://www.esohtn.com/>, you will need to do the following before step 2: (NOTE: If you receive the message “there is a problem with this website’s security certificate”, select ‘Continue to this website (not recommended)’).

NOTE: USER MANNUAL - On the “Welcome to EOSHTN” page; on the left hand side under “Problem Accessing Your Account”, click “Help”, the USER MANUAL option will be on the top left.

2. Registering:

- A. If you have a CAC card AND a DoD email address, go to the **“NEW USERS – Register Here”** in the center of the screen and select **CLICK HERE** and proceed by following the instructions.
- B. If you are a Non-CAC user, **Please Note the on screen instruction; “Non-CAC users must contact their local host base CE Environmental Office. Authorized users will be issued a password to enter below”.** You do not need to call the environmental office, just use the password **“ESOHTN”** or **“esohtn** and proceed with setting up your account.

3. You should get an online account registration form. Fill out the form with **YOUR** information.

4. For “Work Location” select **“Virginia”**.

5. For “Installation” select: **“Eustis”**.

6. For “Training Type”, select the **“Appropriate Item”** from the Drop down Box.

7. For “Your Organization Service Branch”, select the **“Appropriate Item”** from the Drop down Boxes.

8. For the “Organization Information:” There are several Drop down Boxes. Depending on which “Service Branch” you selected, the Drop down Box choices will change – **Make sure you pick the right one!** If you don’t, your Activity will not be able to track you training records.

NOTE: You can find a copy of EMP 4.4.2 Tab 3 Activity Name

Listings at:

<http://www.jble.af.mil/langleys/library/environmentalinformation.asp>. under the quick links section. If you are still having problems identifying your Chain of Command, contact: Donald Johnson at: donald.l.johnson1.civ@mail.mil for a copy of EMP 4.4.2 Tab 3 Activity Name Listings.

9. For “Job Specific Information”, select the “**Appropriate Item**” from the Drop down Box. Contractors should select ‘Other’.

10. For “Training for Additional Assigned Responsibilities”. **This step is very important!**

A. For Military personnel, select either (must pick one):

**Military – Grades E-5 and above; or
Military – Grades E-4 and below**

B. For Civilian personnel, select either (must pick one):

**Civilians – Managers or Supervisors (Including Contractors); or
Civilians – Non-Managerial or Non-Supervisory personnel (Including Contractors)**

C. For the remaining check boxes in this section, **ONLY** pick the **ONE** that applies:

11. Then Select “Submit.” Once you are signed-in, go to step 13 for more information.

12. **If you already have an account**, just log-in with your ID and Password. Please update your Profile info as requested in steps 8 through 10.

NOTE: If you have already created an account and were not able to add your organizational information at that time, go to the “My Profile” menu at the top of the screen and update your information! *This is very important to get credit for your training!*

13. Click on “**Home**” and you will see three choices. “Go to Your Training”; “All Available Training”; or “Installation Specific Information”.

Step by step Training guidance:

1. Click on “**All Available Training**”. Referring to the User’s Manual will be very helpful.

2. Open the “+” box located by the “Environmental Training Folder”. A list of training classes will open. Find either BEMA, LEMAC (depending on which one you need to take) or AEM Phase I click on the appropriate “+” button.

- A. BEMA Training: Is in three parts, you must complete all 3! Estimated Time – 20 minutes each
- B. LEMAC Training: Is in three parts, you must complete all 3! Estimated Time – 20 minutes each
- C. AEM Phase I Training: Is in 16 modules and also has a 10 minute AEM Test and a Course Evaluation, which must be completed. Coordinators taking Refresher training must submit a FEVA Form 32-643 to CEIE to receive credit and renew their Coordinator status.

3. HazCom Training: Open the “+” box located by the “Occupational Health (OH) Training Folder” if you need to take HazCom training. A list of training classes will open. Find HAZCOM – Estimated Time – 20 minutes.

Home Page Resources:

1. On the Home Page, in the center of the page, you’ll find 3 Buttons:

A. “Go To Your Training”:

- (1). “Go To My Training Modules” – This is your “Personal Environmental Training Plan” and should show you all of the courses you need to take and the status of each.
- (2). “Change My Training Plan” - This takes you to the “Update Training Plan”. Here is where you can make changes to your plan based on your current status. You’ll see “additional responsibilities” much as you did when you created your account.

B. “All Available Training” – This is where you select the various available training modules. Please remember you only need to take BEMA or LEMAC; and/or HazCom training as required. Coordinators (AECs, UECs, HWCs) and others (HWSs, HMMs) need to take AEM Phase I as required by their job function.

C. “Installation Specific Information” – This section contain valuable information.

(1). “Base Contacts” – How to contact the:

- (a). Environmental Office
- (b). Fire and Emergency Services

- (c). Industrial Hygiene Office
- (d). Safety Office
- (2). Environmental Management Procedures (EMP) Library – **You should check this section often to ensure that you are using the most current EMPs!**
- (3). JBLE-I 32-101, Environmental Management
- (4). JBLE – Environmental Policy Statement (C.L.E.A.N.)

2. On the Home Page, in the shaded area to the left, you'll find several options. The most important 2 are list below:

- (1). "ESOHTN User Manual" – Questions using the site, go here
- (2). "Notices" – Important JBLE- E Information