

STEP BY STEP GUIDE TO DOWNLOADING SAFETY TRAINING RECORDS IN MOSAIC

To download your training records from Mosaic:

1. Log in to Mosaic
2. Click on Regulatory Training
3. Click on Learning and Development
4. Click on Session Time and Status
5. Download to excel. Ensure your records include the Status Date; this is the date you took your training.

1. Log into Mosaic

Mosaic

Welcome to Mosaic, your access point for McMaster University's administrative information systems.

Mosaic Alerts

Mosaic weekly maintenance
Every Thursday 6 p.m. – 10 p.m.; possible closures of sub-systems during this time.

MAC ID

Password

Enable Accessibility Mode

[Need help with your MAC ID?](#)

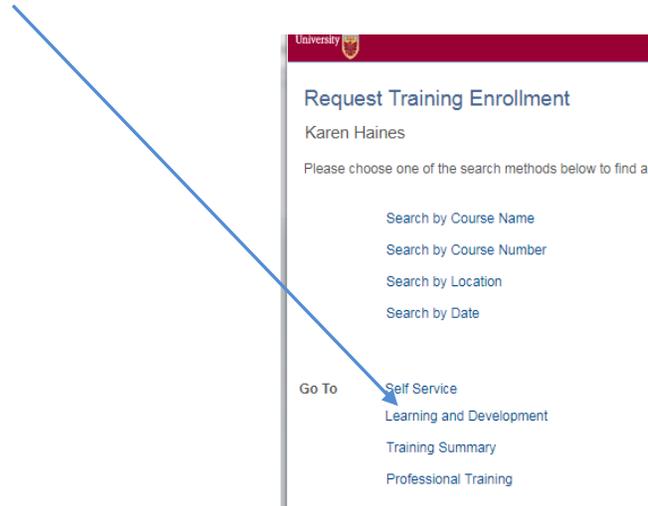
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2. Click on Regulatory Training



3. Click on Learning and Development



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4. Click on Session Time and Status

McMaster University
Learning and Development
Add or review information about profiles of skills and competencies, interest lists, training and development.

Learning and Development

Training Summary
View a summary of your training information.

Request Training Enrollment
Submit a request for enrollment in training.

Session Time and Status
Active Session Course Time

5. Download to excel. Ensure your records include the Status Date; this is the date you took your training.

MCM_TA_ACTIVESESSIONS_ESS- ESS Active Training Sessions

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(13 kb\)](#)

View All First 1-30 of 30 Last

	Name	Course	Session Nbr	Start Date	End Date	Start Time	End Time	Title	Facility	Room Code	Attendance	Status Date
1	Karen Haines	FIPPA	0005	01/05/2018	01/05/2018	5:00:00.000000AM	5:15:00.000000AM	Primer on Privacy	ONLINE		Completed	10/04/2017
2	Karen Haines	BSUPD	0003	12/30/2017	12/30/2017	4:00:00.000000PM	5:00:00.000000PM	Biosafety Update	ONLINE		Completed	09/22/2017
3	Karen Haines	AUTOCL	0007	12/30/2017	12/30/2017	11:30:00.000000AM	12:30:00.000000PM	Autoclave Awareness Training	ONLINE		Completed	09/21/2017
4	Karen Haines	BSUPD	0001	12/31/2016	12/31/2016	12:00:00.000000AM	1:00:00.000000AM	Biosafety Update	ONLINE		Completed	04/12/2016
5	Karen Haines	FHSTDG	0005	12/23/2016	12/23/2016	3:00:00.000000AM	4:00:00.000000AM	FHS TDG Infectious Substances	ONLINE		Completed	09/15/2016
6	Karen Haines	FHSRTP	0005	12/23/2016	12/23/2016	4:30:00.000000AM	5:30:00.000000AM	FHS Routine Practices	ONLINE		Completed	10/06/2016
7	Karen Haines	FHSFSF	0006	12/23/2016	12/23/2016	9:00:00.000000AM	10:00:00.000000AM	FHS Hospital Fire Safety	ONLINE		Completed	09/15/2016

Click on Excel Spreadsheet to download

Status date