

## Contents

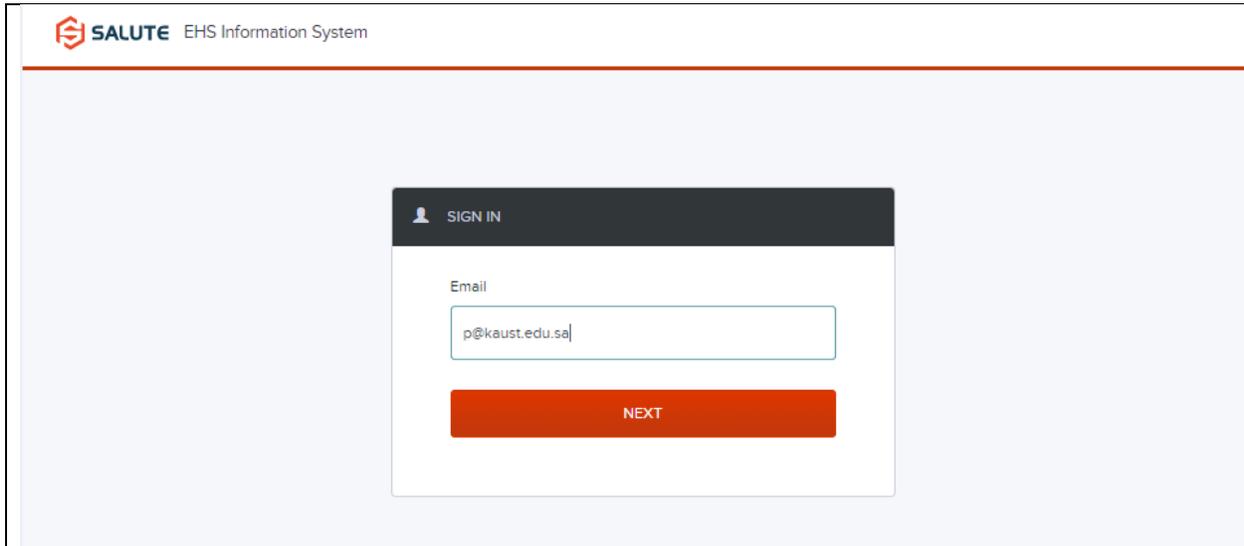
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HSE (Health, Safety and Environment) trainings are offered using “Salute” learning and management system. This guide outlines procedure to access salute system for availing online training offerings.

## Login

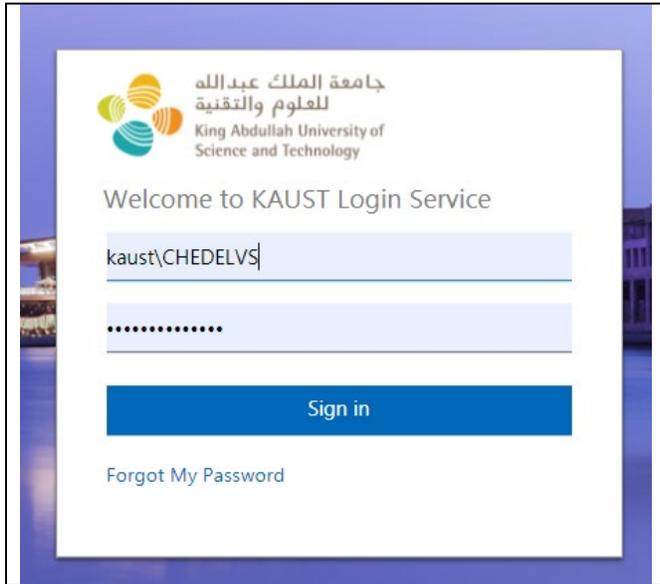
Salute portal: <https://ehs.salutesafety.com/>

Enter KAUST email id and click “next”



The screenshot displays the SALUTE EHS Information System login interface. At the top left, the SALUTE logo and text "SALUTE EHS Information System" are visible. The main content area features a "SIGN IN" modal window. Inside this modal, there is an "Email" label above a text input field containing the email address "p@kaust.edu.sa". Below the input field is a prominent orange "NEXT" button.

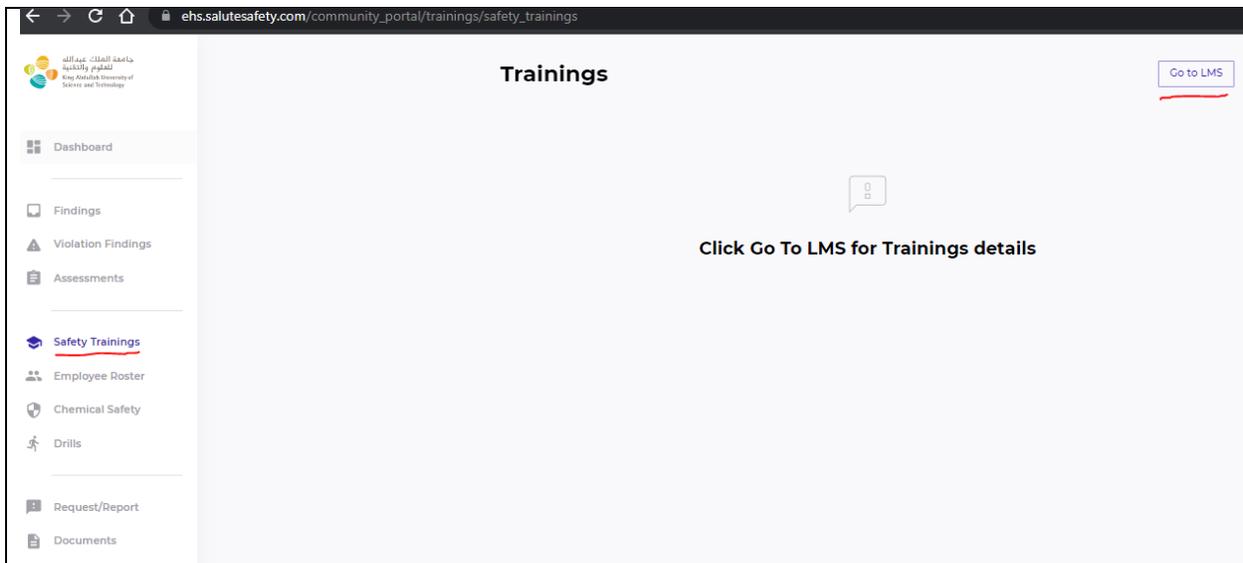
Enter KAUST credentials then click on “Sign in”. You will be logged into salute “Community portal”.



To access HSE trainings click on “Safety Trainings” in the left pane.

In the right pane you will see Trainings - Go to LMS.

Click on “Go To LMS”.



## Course Catalog

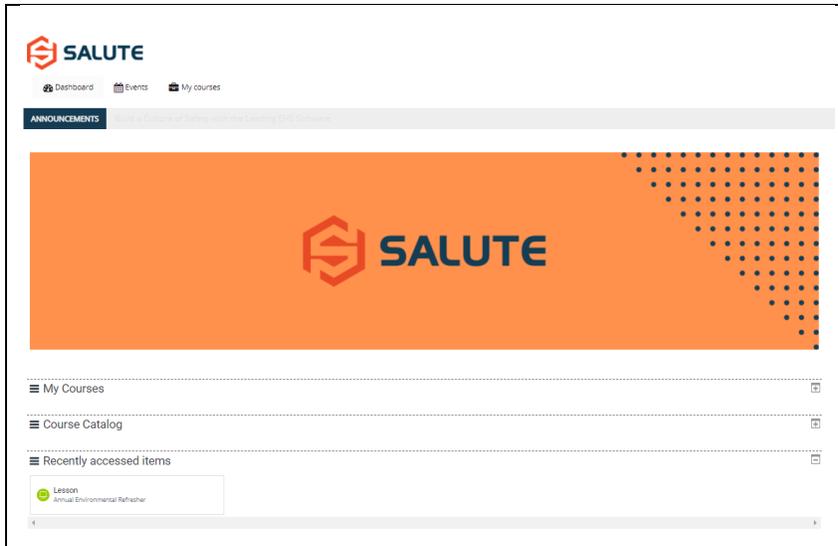
Under “Dashboard” you will see three tabs.

**Course Catalog:** Course catalog has list of all training offerings from HSE.

**My courses:** This lists all the courses that are enrolled by user or enrolled by their PI / Lab Manager.

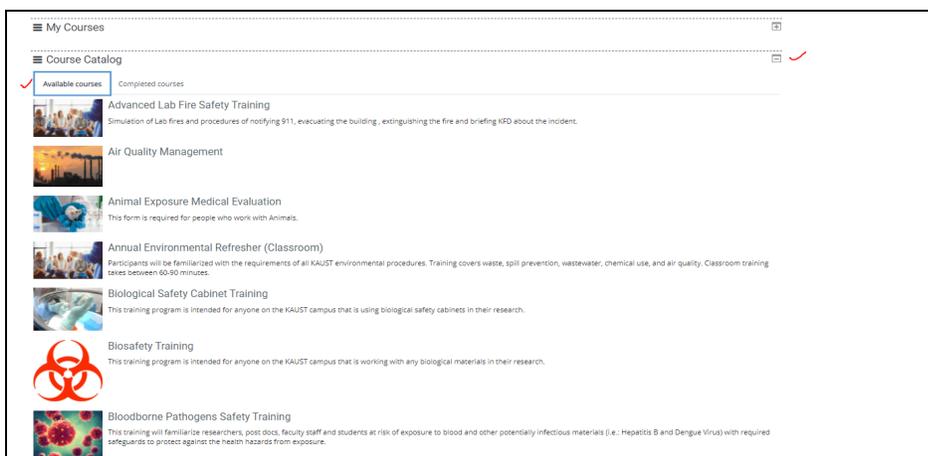
**Recently accessed items:** This lists all recently accessed items.

Click on “course catalog” to see all available courses and enroll into the desired course.

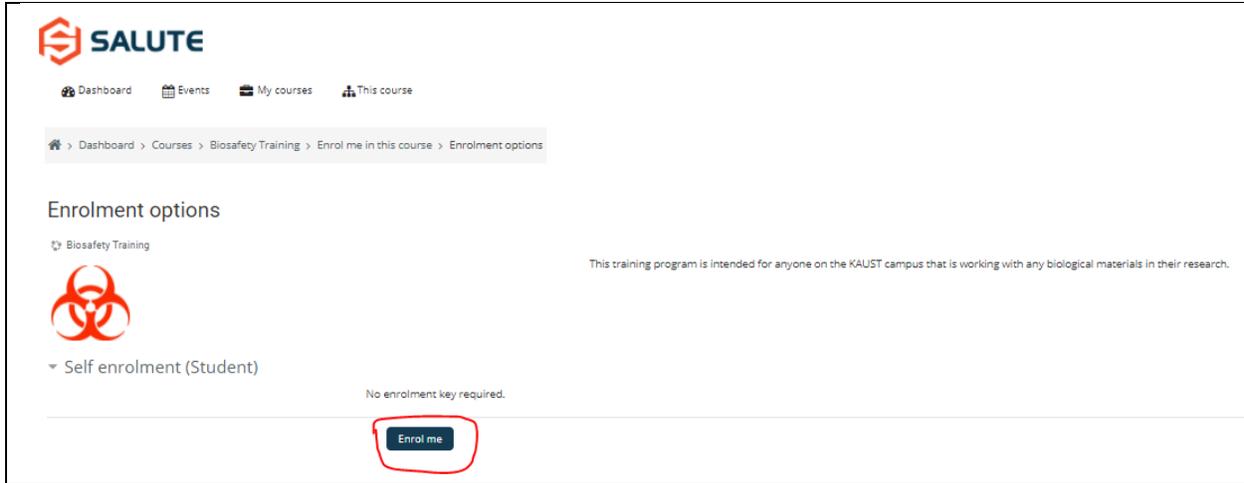


## Course enrollment

Expand Course Catalog, then click on “Available courses” to see all available HSE trainings. Click on the course that you would like to enroll.



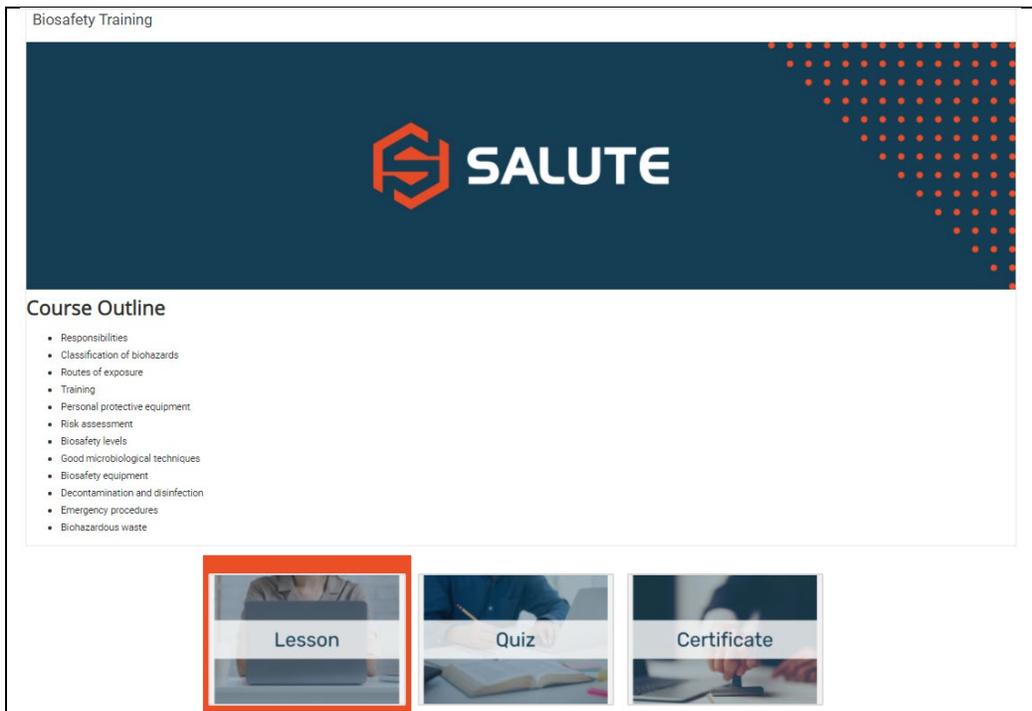
You will be redirected to enrolment options. Click on “Enroll me”



Once enrolled into the course, you will be redirected to course outline page which has course content, Quiz and certificate options.

**Note:** Quiz and Certificate tabs will be enabled once the course content is completely reviewed.

Click on “Lesson” to review the course content.



Click on “Lesson”

The screenshot shows the SALUTE course interface. At the top, there is a dark blue header with the SALUTE logo (an orange hexagon with a white 'S') and the word 'SALUTE' in white. Below the header, the 'Course Outline' section lists the following topics:

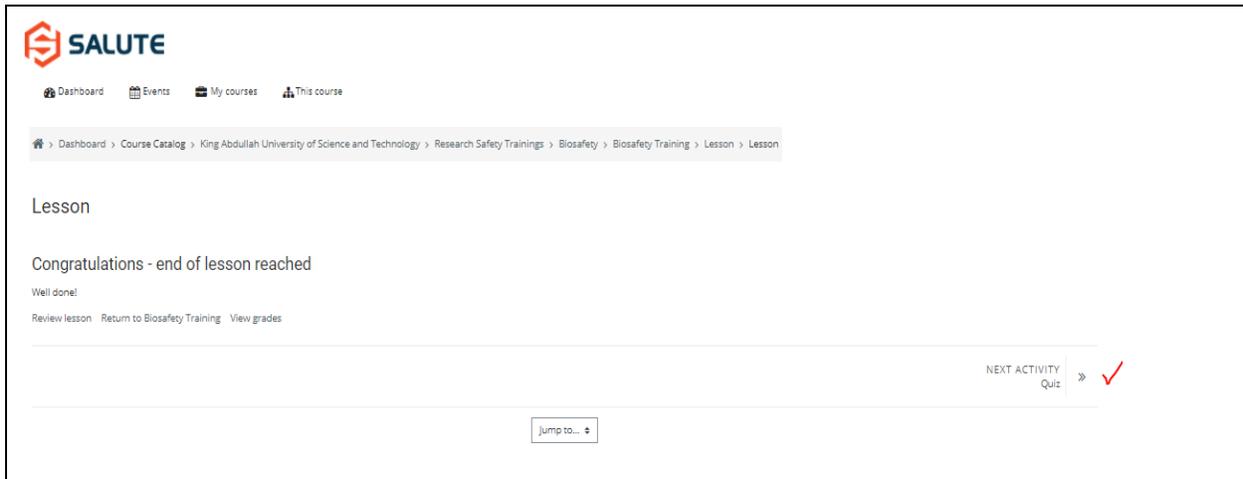
- Responsibilities
- Classification of biohazards
- Routes of exposure
- Training
- Personal protective equipment
- Risk assessment
- Biosafety levels
- Good microbiological techniques
- Biosafety equipment
- Decontamination and disinfection
- Emergency procedures
- Biohazardous waste

Below the outline is the 'Lesson' section, which shows a green 'Lesson' button with a red checkmark and a red exclamation mark icon with the text 'Not attempted'. In the bottom right corner, there is a 'NEXT SECTION Quiz' button with a right-pointing arrow.

After reading all slides click on “End of Lesson” to complete the course, quiz will be enabled only after ending the lesson.

The screenshot shows the embedded lesson interface. At the top left, there is the SALUTE logo and navigation links: 'Dashboard', 'Events', 'My courses', and 'This course'. Below this is a breadcrumb trail: 'Dashboard > Course Catalog > King Abdullah University of Science and Technology > Research Safety Trainings > Biosafety > Biosafety Training > Lesson > Lesson'. The main content area is titled 'Lesson' and 'Embedded Lesson'. The embedded lesson is a Google Slides presentation with a teal background. The slide title is 'Biosafety Principles and Practices' in yellow text. Below the title is a large red biohazard symbol. In the top right corner of the slide, there is the KAUST logo (King Abdullah University of Science and Technology) with the text 'KAUST' and 'King Abdullah University of Science and Technology'. At the bottom left of the slide, there is a red box with the text 'End of Lesson' and a right-pointing arrow. The Google Slides interface at the bottom shows navigation arrows and the text 'Google Slides'.

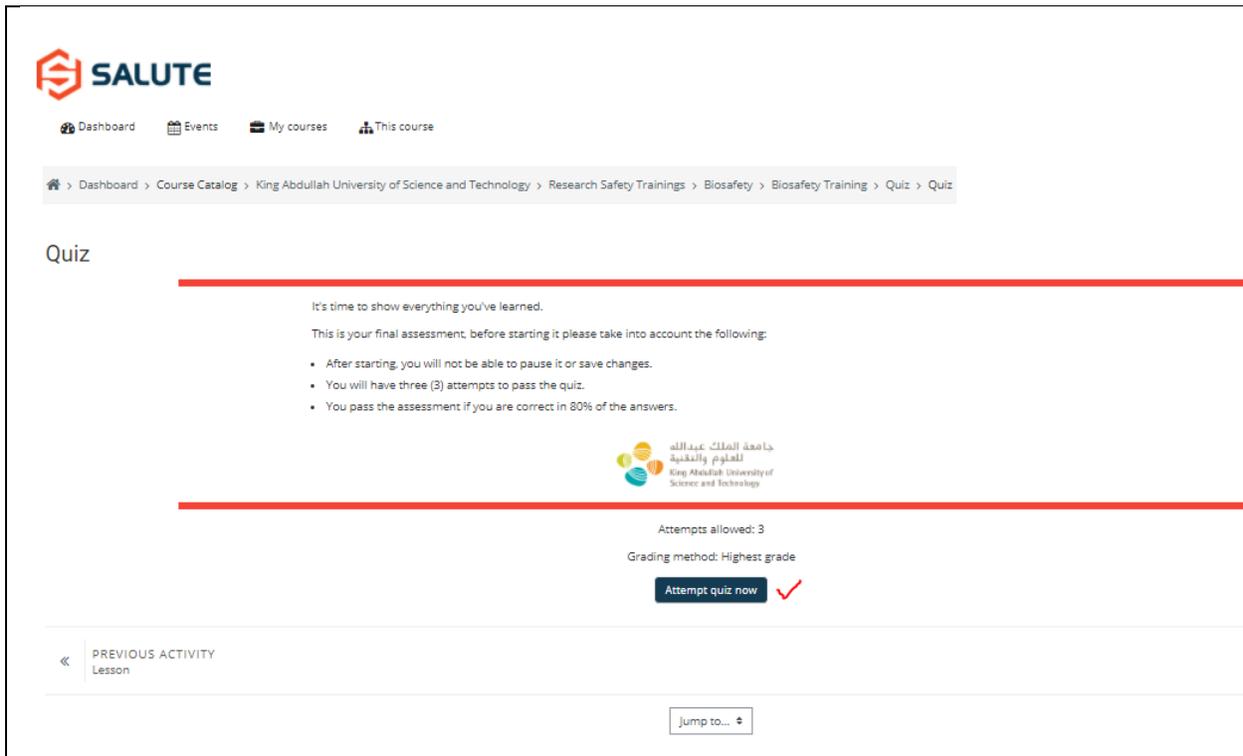
Click on Next Activity “Quiz”.



The screenshot shows the SALUTE LMS interface. At the top left is the SALUTE logo. Below it are navigation links: Dashboard, Events, My courses, and This course. A breadcrumb trail reads: Dashboard > Course Catalog > King Abdullah University of Science and Technology > Research Safety Trainings > Biosafety > Biosafety Training > Lesson > Lesson. The main heading is "Lesson". Below that, it says "Congratulations - end of lesson reached" and "Well done!". There are links for "Review lesson", "Return to Biosafety Training", and "View grades". On the right side, there is a button labeled "NEXT ACTIVITY Quiz" with a right-pointing arrow and a red checkmark. At the bottom center, there is a "Jump to..." dropdown menu.

Click on “Attempt Quiz Now”.

**Note:** You are allowed only 3 attempts. If you are not able to avail pass percentage in 3 attempts, you will need to re-review the content. Contact [hse@kaust.edu.sa](mailto:hse@kaust.edu.sa) to reset your attempts. Once reset you can redo the course.



The screenshot shows the SALUTE LMS interface for a quiz. At the top left is the SALUTE logo. Below it are navigation links: Dashboard, Events, My courses, and This course. A breadcrumb trail reads: Dashboard > Course Catalog > King Abdullah University of Science and Technology > Research Safety Trainings > Biosafety > Biosafety Training > Quiz > Quiz. The main heading is "Quiz". Below that, there is a red horizontal line. The text says: "It's time to show everything you've learned." and "This is your final assessment, before starting it please take into account the following:". There are three bullet points: "After starting, you will not be able to pause it or save changes.", "You will have three (3) attempts to pass the quiz.", and "You pass the assessment if you are correct in 80% of the answers.". Below the text is the logo of King Abdullah University of Science and Technology. Another red horizontal line is below the logo. Below that, it says "Attempts allowed: 3" and "Grading method: Highest grade". There is a button labeled "Attempt quiz now" with a red checkmark. At the bottom left, there is a link labeled "PREVIOUS ACTIVITY Lesson" with a left-pointing arrow. At the bottom center, there is a "Jump to..." dropdown menu.

Once answering all the questions in quiz click on “Finish attempt”.

Dashboard > Course Catalog > King Abdullah University of Science and Technology > Research Safety Trainings > Biosafety > Biosafety Training > Quiz > Quiz

**Question 1**  
Not yet answered  
Marked out of 1.00  
Flag question

When conducted properly and using the correct disinfectant, decontamination of surfaces is 100% effective.

a. True  
 b. False

**Question 2**  
Not yet answered  
Marked out of 1.00  
Flag question

If good microbiological techniques and containment are followed, then personal protective equipment (PPE) such as a nitrile gloves or safety glasses are not necessary to conduct research with biohazardous materials.

a. True  
 b. False

**Quiz navigation**

Quiz

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30									

Finish attempt ...

**Question 29**  
Not yet answered  
Marked out of 1.00  
Flag question

It is ok to use flammable or toxic chemicals that give off hazardous vapors in a Class II Biosafety Cabinet that recirculates air back into the lab.

a. True  
 b. False

**Question 30**  
Not yet answered  
Marked out of 1.00  
Flag question

When should sharps containers be disposed of

a. 1/2 full  
 b. Completely full  
 c. 3/4 full  
 d. 2/3 full

PREVIOUS ACTIVITY Lesson

Jump to... ⌵

Finish attempt ...

Dashboard Events My courses This course

9	Answer saved
10	Answer saved
11	Answer saved
12	Answer saved
13	Answer saved
14	Answer saved
15	Answer saved
16	Answer saved
17	Answer saved
18	Answer saved
19	Answer saved
20	Answer saved
21	Answer saved
22	Answer saved
23	Answer saved
24	Answer saved
25	Answer saved
26	Answer saved
27	Answer saved
28	Answer saved
29	Answer saved
30	Answer saved

Return to attempt

Submit all and finish ✓

## Certificate

Once the quiz is completed and availed the pass percentage, certificate option will be enabled. Click on “Course Certificate”.

**SALUTE**

Dashboard Events My courses This course

Dashboard > Course Catalog > King Abdullah University of Science and Technology > Research Safety Trainings > Biosafety > Biosafety Training > Quiz > Quiz

### Quiz

It's time to show everything you've learned.

This is your final assessment, before starting it please take into account the following:

- After starting, you will not be able to pause it or save changes.
- You will have three (3) attempts to pass the quiz.
- You pass the assessment if you are correct in 80% of the answers.

جامعة الملك عبد الله  
العلوم والتكنولوجيا  
King Abdulaziz University of  
Science and Technology

Attempts allowed: 3  
Grading method: Highest grade

#### Summary of your previous attempts

Attempt	State	Marks / 30.00	Grade / 100.00	Review
1	Finished Submitted: Monday, 26 July 2021, 7:17 AM	30.00	100.00	Review

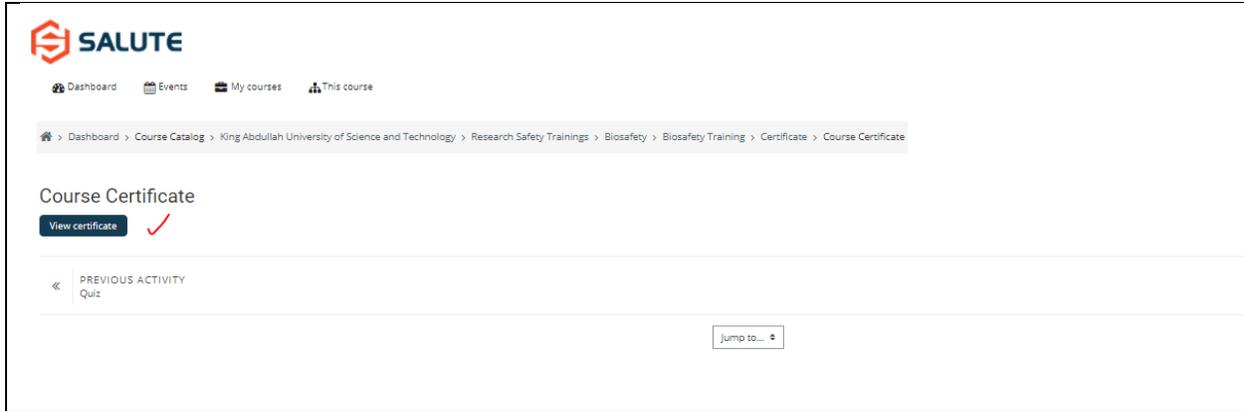
Highest grade: 100.00 / 100.00.

Re-attempt quiz

PREVIOUS ACTIVITY Lesson

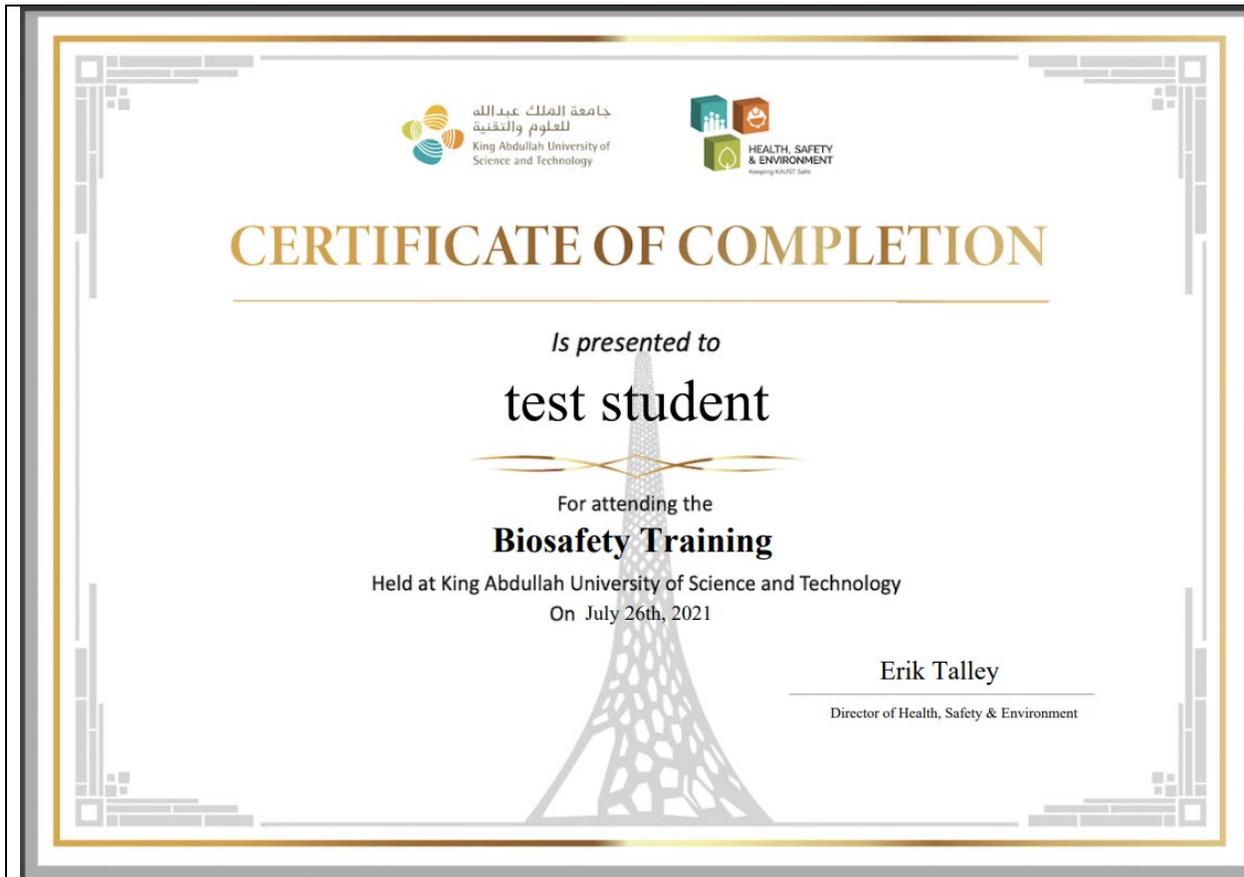
NEXT ACTIVITY Course Certificate ✓

Jump to...



You can view the certificate after clicking “View certificate”.

**Certificate example:**



You can download the certificate anytime from “Download” option. See below.

