1) Login to the computer with your **Username & Passphrase**

2) Visit [OneStart](#) to access [eTraining](#)

3) Navigate to the “Services” tab

4) Click the **eTraining** link in the left-side menu

5) Click Launch E Training

6) Click Catalog
7) Click the green bar to open the following folders:
   i. IU Bloomington
   ii. Physical Plant

8) Select your course
   i. Enroll
   ii. Open

*please note: as of June 3rd, all courses have been moved from University-wide, EHS to the Physical Plant folder. The course titles no longer contain “for IUB Physical Plant”.

Good luck with your course!