CSMC 2022 Training Instructions

This document is a step by step list for how to complete Boyd Lab trainings through our Canvas page. The first part of equipment training is online, and then there is an in-person signoff with a Boyd Lab tech after that you will need to find a time to schedule.

Trainings to complete

- **Shop Safety Fundamentals***
  - You must complete this training before any other trainings
- **Drill Press***
- **Horizontal Bandsaw***
- **Shear***
- **Brake***
- **Grinding wheel***
- **Metal vertical bandsaw***
- **Belt Sander**
*trainings that are the priority

Part 1: Online Trainings

1. Navigate to the Canvas page and click on the link for SICTR & Boyd Lab Training
2. Click on the folder if you do not see something like this with a list of trainings. Your list may not look exactly like this image depending on what training you have completed.

   a. See list at beginning of document for the trainings you need

3. Click the launch button on the right to open a new window with the virtual training
   a. You may need to enable pop-ups in your browser if a new window does not show up
      i. In Chrome click the lock on the top left by the URL and go to “Site Settings”

4. Follow the on-screen instructions in the training window to complete it.

Part 2: In-Person Trainings

1. You will need to schedule the in-person signoff for your training. Go to
   https://www.me.iastate.edu/boyd-lab-3/
2. Click on “Student Equipment Training Signup”

3. This will open a MS Sharepoint calendar, sign in using your ISU email address.

4. Follow instructions listed at the top of the page. Scroll down to the calendar and click “Add” in the calendar to schedule a training in an available time slot and follow the instructions in the event box that opens up.