Welcome! A Guide to Useful Features & Navigation on the EHS Website

Useful Features on the Home Page

Tools
On the EHS home page, to the right of the photo, look for a Tools link. Click on Tools to go to a Tools landing page with a variety of often-used, especially helpful links and forms. If you use the SHIELD database, this is where you’ll link to it.

Training
You’ll find an overall summary of training offered by EHS in two places:

- Training, on the gray bar at the top of every EHS page
- The Training bar, on the EHS home page, to the right of the photo

Each session listed in the Training summary page links to the specific page that describes the training in more detail.

Contact Us
Do you need to speak to someone in EHS about a safety issue, but you don’t know who to talk to or remember the name of the person? Go to the gray bar (at the top of every page) and click Contact Us. You’ll see a listing of all the EHS staff (with photos for nearly every person) and a description of our areas of responsibility.
More Useful Features on the Home Page

**Announcements**
Click the title of each title to read the full announcement article. Go to the Announcements link in the gray bar at the top of the home page to see the Announcements archives.

**The EHS Twitter Feed**
The EHS Twitter feed will regularly tweet safety headlines from around the country and keep you updated on the latest happenings within Princeton EHS.

**Popular Content**
An easy way to find the most viewed content on the EHS website.

Useful Information in the Footer

**Useful University Pages**
EHS works cooperatively with several other University departments, including Public Safety, Risk Management, Employee Health Services and others. Links to each of these departments appear in the footer.

**EHS Library**
Use the EHS Library for quick access to EHS publications and to our library of health and safety related policies.
Useful Features on the Subject Pages

Use the ‘Breadcrumb’ Trail
Are you deeply buried in one topic and need to get back to a previous or different page? You can always find a listing of the path you’ve followed on the left below the orange menu bar. This is called a ‘breadcrumb’ trail. Each part of the path is a link that will take you back to the specific page shown.

Resources
On some pages you can use the Resources section (on the right side of the page) to quickly find a relevant link or file or form. Here is an example from the main Confined Space page providing a link directly to the Confined Space Notification Form.

Continue to the next page for tips on how to find the information you need.
Finding the Useful Information You Need on the EHS Website

There are variety of ways to navigate to the information you’re interested in, and often there are multiple routes from the same page.

Start with the MegaMenu

If you mouse over any of the five main menu items on the orange bar, a MegaMenu associated with that menu item will appear. This photo shows the main headings associated with Workplace & Construction Safety. Click within the mega menu on any heading of interest to go to a landing page that routes you to more topics under that heading.

Start with the Main Menu headings

Instead of using the MegaMenu, you can directly click on the Main Menu item of interest on the orange bar. If you wanted information about safety requirements for x-ray machine users, you can click on the Laboratory & Research Safety on the orange bar. From the Laboratory & Research Safety landing page, click on Radiation Safety. From the Radiation Safety landing page (shown below), use the Menu bar on the left to click on X-Ray Machines.
Start with the Search Function

Use the Search field in the upper right corner of every page to enter your search terms of interest.

Start with the Popular Content

The Popular Content feature in the lower right corner of the EHS home page lists the pages viewed recently and may include the page you’re looking for.