Required Trainings

Link to Digital Measures Website:

- On the log-in page, click the “need help?” link
- Enter your name and email
- In the “your question or issue” box, request a new password
- When you receive an email with your password, you can then sign into Digital Measures (this may take a few days to received it)
- Your user name is the first part of your email address before the “@”. (example: jane.doe@nothing.com = jane.doe)
- In Digital Measures, on the left side of the screen is a drop down menu. Choose “manage activities”
- Scroll down and under “Trainings and Certifications”, choose “my safety worksheet”
- Answer the questions related to your role in the field
- Based on how you answered the questions on your safety worksheet, your required trainings will be listed in a Word document
- To see what trainings you need, retrieve the Word Document by accessing “run reports” from the main menu
- From the report drop-down menu, select “personal hazard analysis”
- Date range will be the current date through December 31, 2020
- It will be prepared in Microsoft Word format. Click “run report” in the upper right corner of the screen
- After completing trainings, return to Digital Measures and update “safety training records”. Enter the date completed for each required training. You can attach a certificate if you have one
- Once all trainings are completed and updated in Digital Measures, go to “run reports” again and print your Personal Hazard Analysis. It should show your trainings updated and completed
- This final copy needs to be signed by you and your Field Supervisor
If you are required to take Defensive Driving, the instructions will be provided to you by your Field Supervisor.

If you are required to take, First Aid, it is your responsibility to complete before you arrive at the field site.

For all other trainings, please contact your Field Supervisor who will assist you. If you have ANY questions, contact your Field Supervisor or me:

Tina Anderson, 406-243-4388  tina.anderson@umontana.edu