

Set up your EHS Insight–OpenSesame integration

Use the integration with EHS Insight for convenient, time-saving tools to add new training. OpenSesame integrations provide courses and select metadata directly to a learning platform—no need for manual downloads and uploads.

This guide explains how to set up the integration, use an OpenSesame List to send courses, and then locate the courses in EHS Insight. The example license type is an OpenSesame Plus subscription.

Note: *This integration requires the Training Management module and an OpenSesame license from EHS Insight.*

Work with an OpenSesame Implementation Specialist to set up your integration. If you are not yet in touch with one, contact your OpenSesame Customer Success Manager (CSM) or Account Executive.

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If you are testing the OpenSesame integration in a pre-production instance of EHS Insight, you will need to repeat these steps to set up your production instance.

1. Request Customer Integration ID

You need a unique **OpenSesame Customer Integration ID (CIID)** to configure your integration. This is used to link EHS Insight to your OpenSesame administrator account.

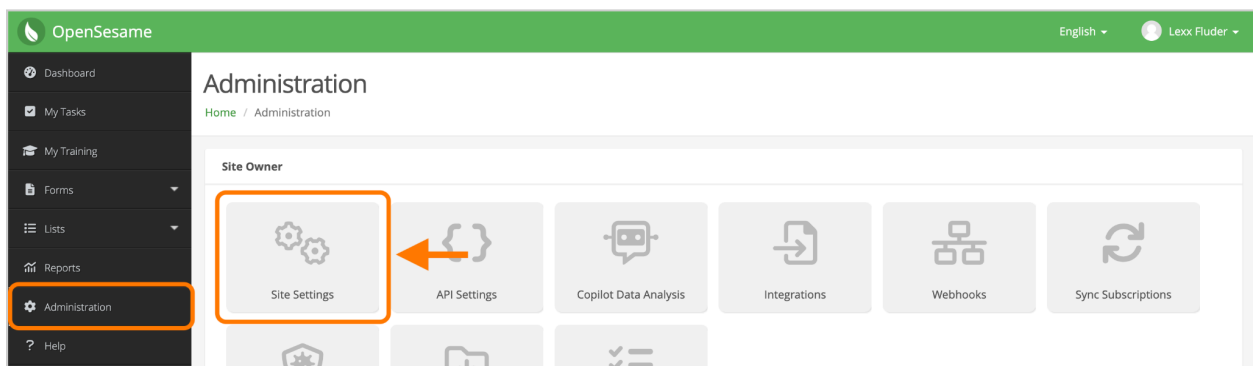
Request this ID from your OpenSesame Implementation Specialist. And if you are using a test instance of EHS Insight, let them know. Each instance must use a different ID.

When you receive your Customer Integration ID, proceed to the next step.

2. Set up the integration

This integration requires the Training Management module and an OpenSesame license from EHS Insight. If you don't yet have both, please contact your EHS Insight account manager.

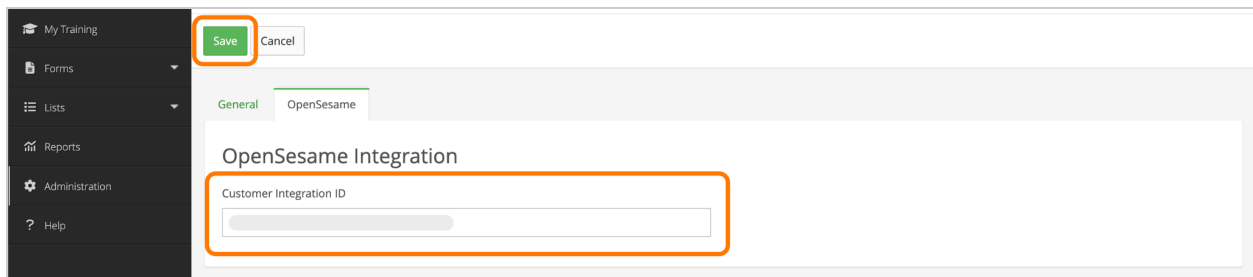
Log in to your EHS Insight instance with Admin privileges. In the navigation menu, select **Administration** and then **Site Settings**.



Select the **OpenSesame** tab. If it does not appear, you still need an OpenSesame license from EHS Insight.



Enter the Customer Integration ID from [Step 1](#), then click **Save**.



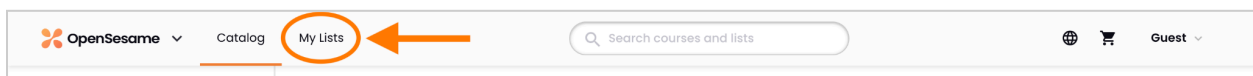
Note: Again, if you are testing the integration in a pre-production instance of EHS Insight, each instance requires its own unique integration ID.

The integration is now active!

3. Send courses using Lists

Now that your OpenSesame integration is active, you can send courses to EHS Insight. Visit **www.opensesame.com** and log in to the administrator account that contains your course licenses.

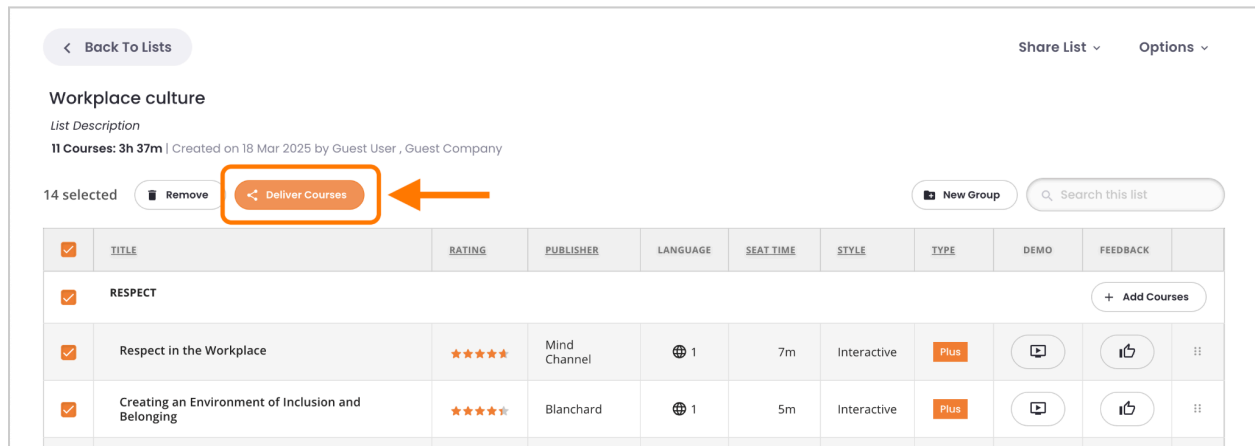
If you've created a List or had any created for you, you can send courses from there. In the navigation bar, select **My Lists**.



Note: For more information, see our [guide to Lists](#). You can also send from a course page.

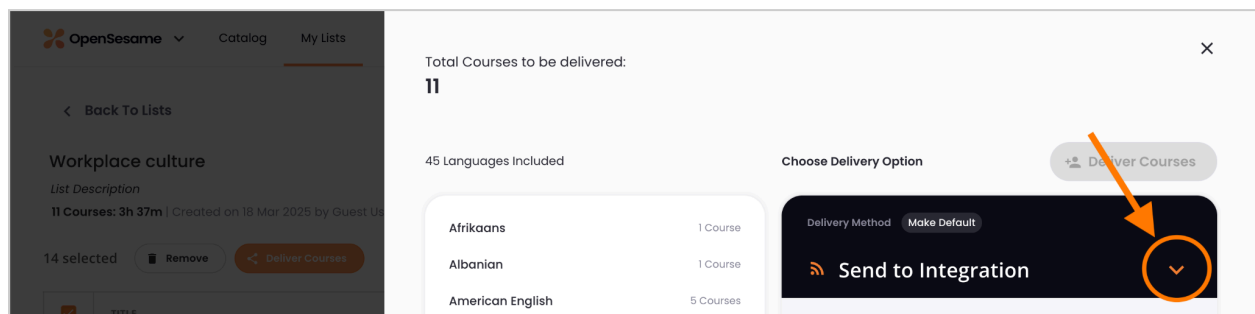
Open a List by clicking its **title**. Next, select from the courses within. You can select everything, specific Groups, or individual courses. Only courses with an active license will successfully send.

When at least one course is selected, a **Deliver Courses** button appears. Click it.

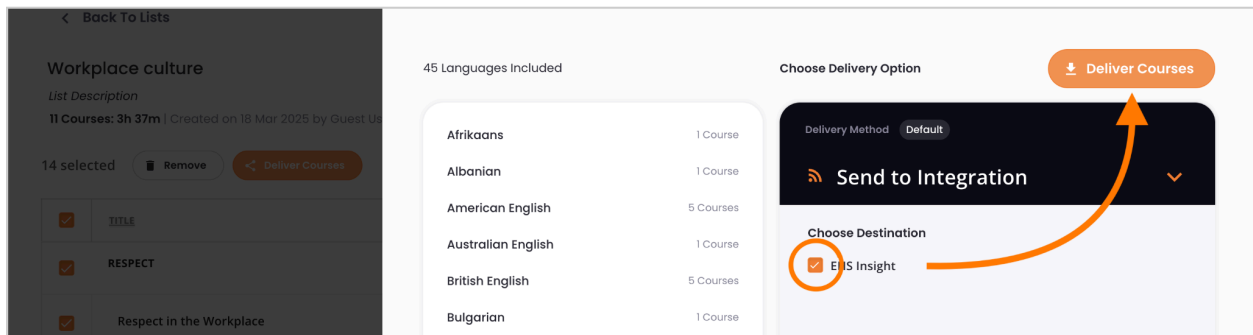


If you have multiple license types for any of the selected courses, choose which type to use.

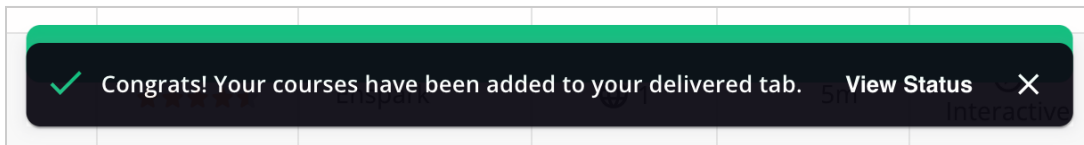
Next, select the **Send to Integration** delivery option. If a different option appears, expand the menu and choose **Send to Integration** from there.



Select **EHS Insight** and then the **Deliver Courses** button to send your selections to EHS Insight on its next sync.



A confirmation appears.

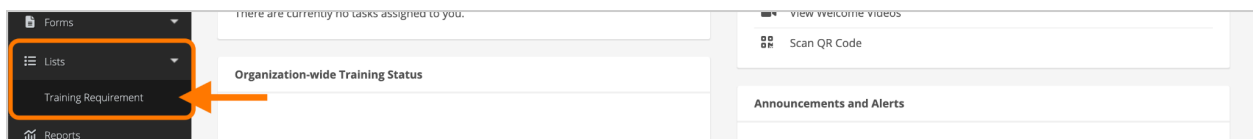


To review the selected courses again, click **View Status** in the confirmation to visit the [My Courses dashboard](#), which can also be reached via the account menu.

4. Import courses from the EHS Insight Course Library

After a sync, courses sent from OpenSesame appear in the Course Library, ready for import. The Course Library automatically syncs with OpenSesame every 24 hours. A manual sync restarts the 24-hour period.

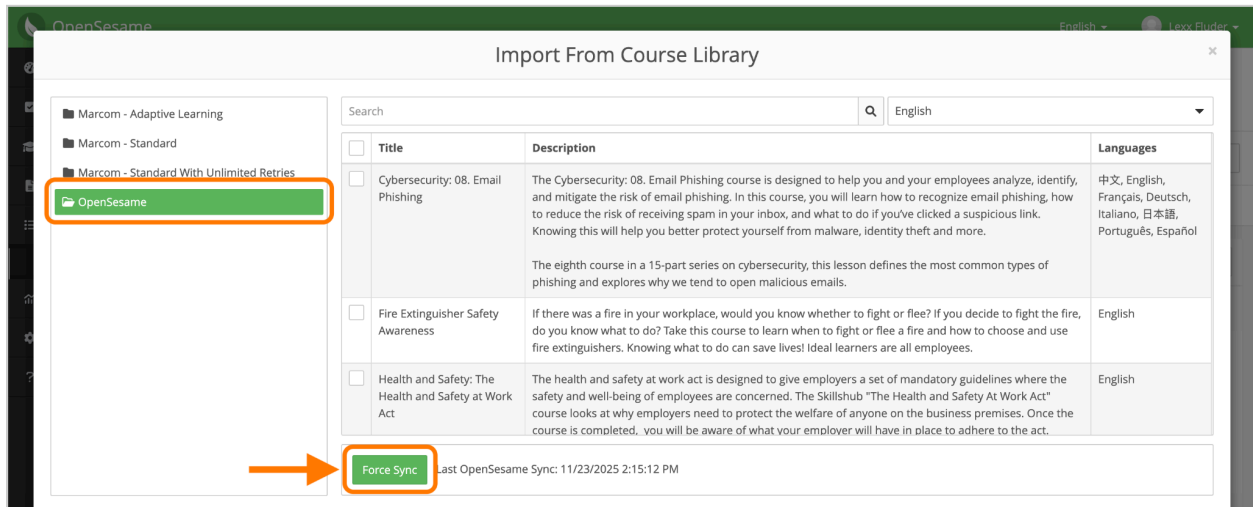
To find your courses and the sync button, return to EHS Insight and select **Lists > Training Requirement** from the navigation.



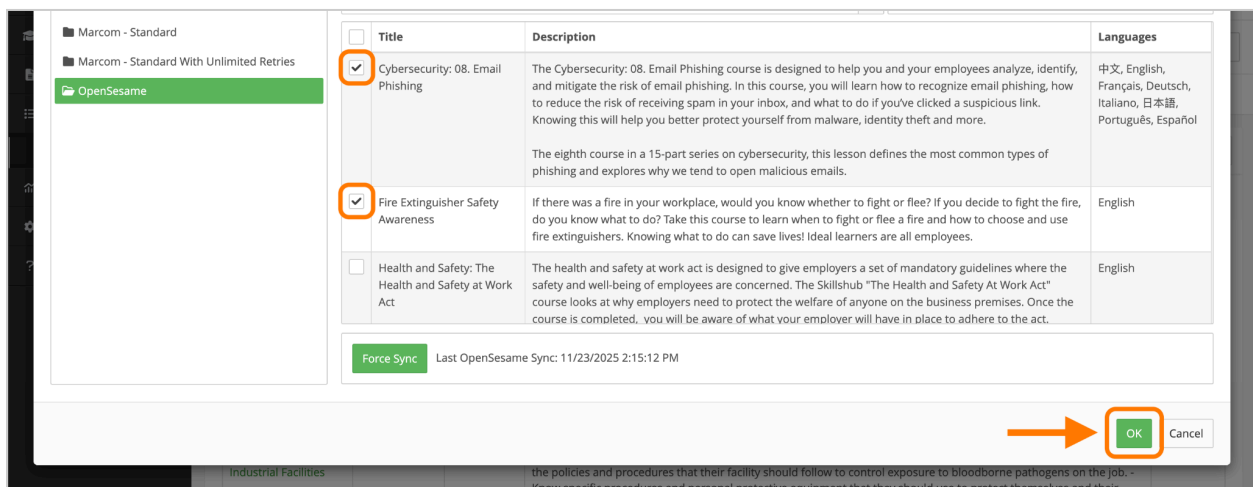
Select **Import From Course Library**.



Select the **OpenSesame** folder, then the **Force Sync** button to retrieve courses.



When the courses appear, select some to import and click **OK**.

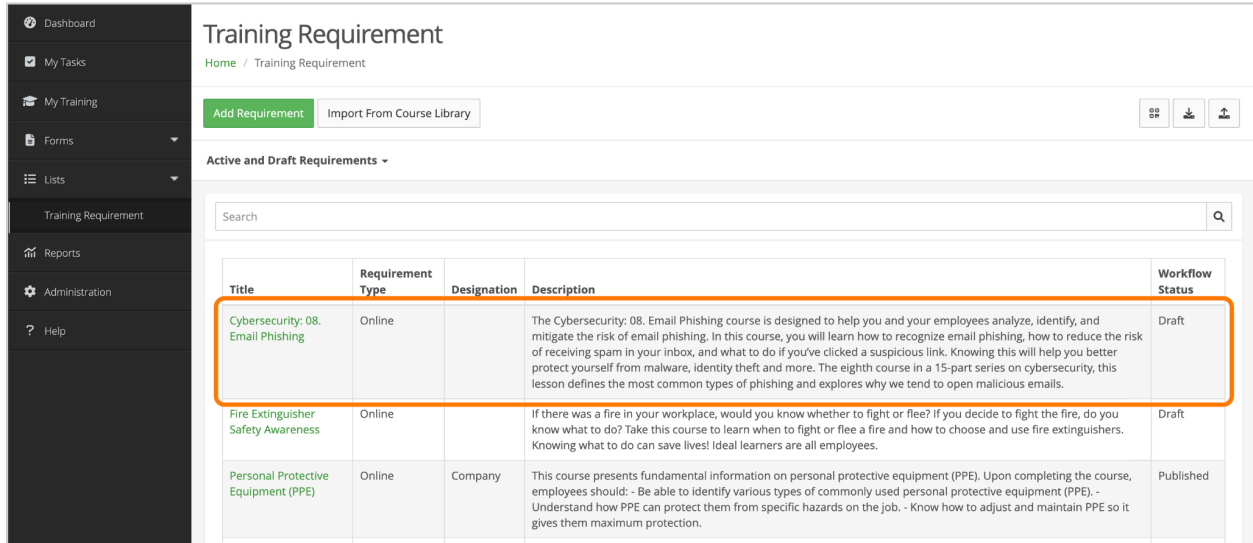


Note: If you import a course more than once, it creates duplicates in EHS Insight.

A progress bar appears. When it completes, the selected courses appear in EHS Insight.

5. Locate the courses within EHS Insight

The Course Library window automatically closes after an import, returning to the Training Requirement page. The imported courses appear as drafts, ready to be published and assigned to learners.



Title	Requirement Type	Designation	Description	Workflow Status
Cybersecurity: 08. Email Phishing	Online		The Cybersecurity: 08. Email Phishing course is designed to help you and your employees analyze, identify, and mitigate the risk of email phishing. In this course, you will learn how to recognize email phishing, how to reduce the risk of receiving spam in your inbox, and what to do if you've clicked a suspicious link. Knowing this will help you better protect yourself from malware, identity theft and more. The eighth course in a 15-part series on cybersecurity, this lesson defines the most common types of phishing and explores why we tend to open malicious emails.	Draft
Fire Extinguisher Safety Awareness	Online		If there was a fire in your workplace, would you know whether to fight or flee? If you decide to fight the fire, do you know what to do? Take this course to learn when to fight or flee a fire and how to choose and use fire extinguishers. Knowing what to do can save lives! Ideal learners are all employees.	Draft
Personal Protective Equipment (PPE)	Online	Company	This course presents fundamental information on personal protective equipment (PPE). Upon completing the course, employees should: - Be able to identify various types of commonly used personal protective equipment (PPE). - Understand how PPE can protect them from specific hazards on the job. - Know how to adjust and maintain PPE so it gives them maximum protection.	Published

As a best practice, we recommend testing courses before making them available to learners.

Every day, EHS Insight checks OpenSesame for changes or additions to your selected courses or their metadata. If changes exist, it updates to reflect them.

If a course is retired by its publisher, after the next sync:

- The course remains **Published** in EHS Insight.
- In-progress learners can still launch it until it is Archived (one year from its retirement date).

If you remove a course or it is Archived in OpenSesame, after the next sync:

- The **Requirement** remains in EHS Insight.

- The OpenSesame course still appears in EHS Insight search results and in enrolled learners' transcripts.
- If a learner tries to launch it, EHS Insight shows an error message stating that the course is no longer available from its publisher.
 - The same message appears if you remove a course manually.
 - To confirm a course's retirement status, check the **My Courses** dashboard in OpenSesame.

In addition to the reporting available in EHS Insight, reporting appears in your OpenSesame administrator account as soon as learners start launching OpenSesame courses. In the account menu, find **Dashboard** or **Insights** then select **Activity Report**.

For more information on managing course content after it's imported into EHS Insight, see EHS Insight's documentation or reach out to your EHS Insight contacts for assistance.

Integration questions? Reach out to your OpenSesame Implementation Specialist or contact OpenSesame Support at support@opensesame.com.

6. Appendix

Metadata

The following metadata fields are shared via the EHS Insight-OpenSesame integration:

- Title
- Description
- Duration
- Languages
- Thumbnail image

Any metadata changes that happen on the OpenSesame side appear in EHS Insight within 24 hours.

Launch method

This integration uses AICC packages. Do not change the package type.

- Different elearning standards can identify learners in different ways.
- If you use multiple standards to deliver courses to the same learners, each learner could occupy multiple seats.
- This duplication would also affect reporting.