



# EHSA User Manual – Worker Registration

Adding and Removing researchers  
from your lab



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# What is a PERMIT?

Every PI in EHSA has at least one Permit. A permit defines the who, what, and where of the PI's lab. People listed on a PI's permit can see the lab's chemical inventory and inspection results, while the PI and LSC can track their training status.

This will only deal with CHEM permits. To add someone to your IBC protocol, please submit a Personnel / Funding Amendment using [AURA IBC](#)



Once you log in, you will be on the Main Menu of EHSA  
Left-Click here to **view** your lab's permits



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# Worker Registration

You can add and remove workers from your lab's permit using **Worker Registration**. All action in Worker Registration require approval from the Office of Research Safety to taking effect.

Only people with **PI / Alternate** access can use this feature (typically Principal Investigators or Lab Safety Contacts).



Once you log in, you will be on the Main Menu of EHSA  
Double-Click **Worker Registration** here



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# Before Adding a Worker

- Find the worker's CNetID and ChicagoID
  - Most emails are CNetID@uchicago.edu
  - ChicagoID on back of University ID (8 numbers & 1 letter)
- Whoami.uchicago.edu
  - Search by Name, CNetID, or ChicagoID



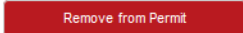
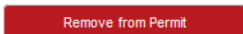
Click **+Add** to request a worker to be added to your permit

EHSA Employees / Worker Registration

**+ Add**   Pending Registrations

Last Name ↑	First Name	CNetID	Worker Type	Permit #	Department
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Workers Attached to Kanabrocki, Joseph ▼

	Name ↑	Permit #	Function	Phone	Email
	Khan, Habib	C-KA295	Lab Safety Contact	(555)555-5555	hkhan2@uchicago.edu
	Wright, James	C-KA295	Researcher	(773)702-5907	jhwright@uchicago.edu



This is the **Worker Addition** screen. First, try entering the new worker's last name in the **Last Name** field.

This will search for any person already in the system who has the same last name.

Here you can see the PI and permit. If you would like this worker to be a new Lab Safety Contact, make sure to select that option under Function. Otherwise, leave it blank.

The screenshot shows a 'Worker Registration' form with two main sections: 'Worker Information' and 'Worker Link'. In the 'Worker Information' section, the 'Last Name' field is highlighted with a green box and a green arrow points to it from the text on the left. Other fields in this section include 'CNetID', 'ChicagoID', 'First Name', 'Office Phone #', 'Fax Phone #', 'Email', 'Department', and 'Worker Type'. The 'Worker Link' section shows a dropdown for 'PI' with 'Kanabrocki, Joseph' selected, and a button 'Add All Permits'. Below this, there is a table with columns 'Add', 'Permit Number', and 'Function'. The 'Permit Number' column has a dropdown with 'C-KA295' selected. The 'Function' column has a dropdown that is highlighted with a blue box and a blue arrow points to it from the text on the left. At the bottom of the form are 'Save' and 'Cancel' buttons.

Worker Information	
*CNetID	<input type="text"/>
*ChicagoID	<input type="text"/>
*First Name	<input type="text"/>
*Last Name	<input type="text" value="Type to Search"/>
Office Phone #	<input type="text"/>
Fax Phone #	<input type="text"/>
Email	<input type="text"/>
Department	<input type="text"/>
Worker Type	<input type="text"/>

Worker Link	
*PI	<input type="text" value="Kanabrocki, Joseph"/>
<input type="button" value="Add All Permits"/>	
Add	Permit Number
<input type="checkbox"/>	<input type="text" value="C-KA295"/>
	Function
	<input type="text"/>



After you search for a person's last name, it will populate the other required fields like CNetID. Please check to make sure you have the right person.

We are adding Hsiang-Ming Wang, who has the CNetID anthonywang. Since the CNetIDs match, we know we have the right person.

You may need to fill out more details here, like the email address and department.

Worker Information

\*CNetID

\*ChicagoID  Other ID Type

\*First Name

\*Last Name

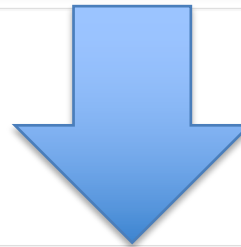
Office Phone #

Email

Department

Worker Type

Wang, Gloria  
Wang, Haitao  
Wang, Herbert  
Wang, Hongwei  
Wang, Hsiang-Ming  
Wang, Hsiming  
Wang, Janice C.  
Wang, Jianchun



Worker Information

\*CNetID

\*ChicagoID  Other ID Type

\*First Name

\*Last Name

Office Phone #  Fax Phone #

Email

Department

Worker Type





## Worker Information

\*CNetID

\*ChicagoID

\*First Name

\*Last Name

Office Phone #  Fax Phone #

\*Email

Department

## Worker Link

\*PI

Permit Number  Worker Function

**Jeffrey Melton****ChicagoID**

81776420Q

**CNetID**

jmelton

**UCHADID**

jmelton1

**Affiliations**

staff

**Department**

Biological Sciences Divisional Administration

**Department ID**

2010053

**Valid Email Addresses**

jmelton@uchicago.edu

Save Cancel

If the worker is not found when you search by last name, enter the worker's data that you looked up on Whoami. Incorrect information can result in delays, so strive for accuracy. Avoid entering any extra spaces.



You can still request for the worker to be a lab safety contact here

Make sure to **Save** the worker after you are done!



Once a worker registration is saved, you will be sent back to the Worker Registration menu. If you click once on one of the names, that will **highlight** that row. You will then be able to edit or delete the worker addition request by clicking the appropriate button. You can also double-click a name to edit the worker addition request.

Employees / Worker Registration

**Pending Registrations** Options ▾

Last Name ↑	First Name	CNetID	Worker Type	Permit #	Department
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Melton	Jeffrey	jmelton	Researcher	C-KA295	Office of Research Safety
Wang	Hsiang-Ming	anthonywang	Researcher	C-KA295	Office of Research Safety

**Workers Attached to** Kanabrocki, Joseph ▾

	Name ↑	Permit #	Function	Phone	Email	Comments
<a href="#">Remove from Permit</a>	Khan, Habib	C-KA295	Lab Safety Contact	(555)555-5555	hkhan2@uchicago.edu	<a href="#">Click Here to Modify</a>
<a href="#">Remove from Permit</a>	Wright, James	C-KA295	Researcher	(773)702-5907	jhwright@uchicago.edu	<a href="#">Click Here to Modify</a>

