EHSA User Manual – Worker Registration

Adding and Removing researchers from your lab

THE UNIVERSITY OF CHICAGO | Research, Innovation and National Laboratories
Office of Research Safety

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

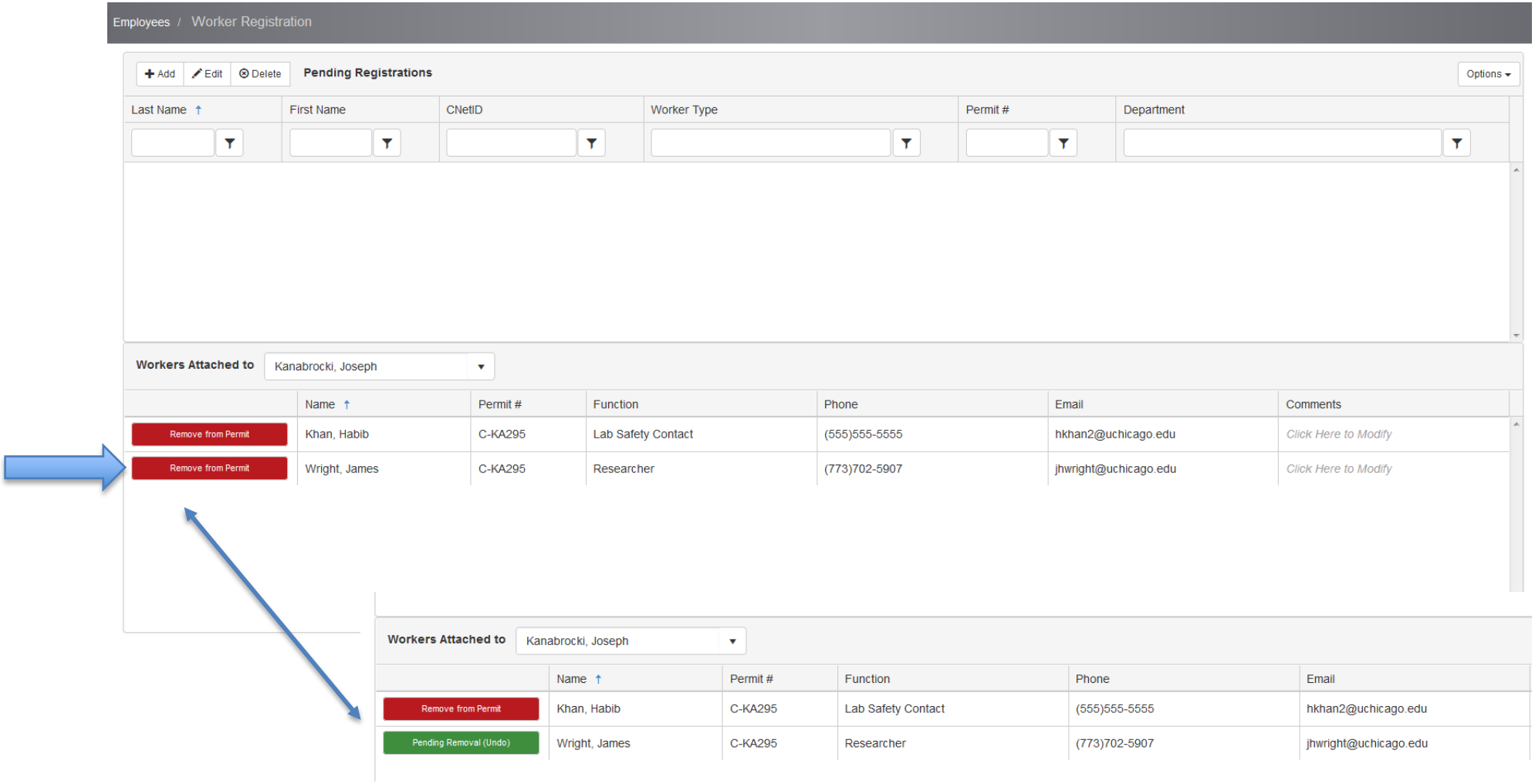
Worker Registration

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

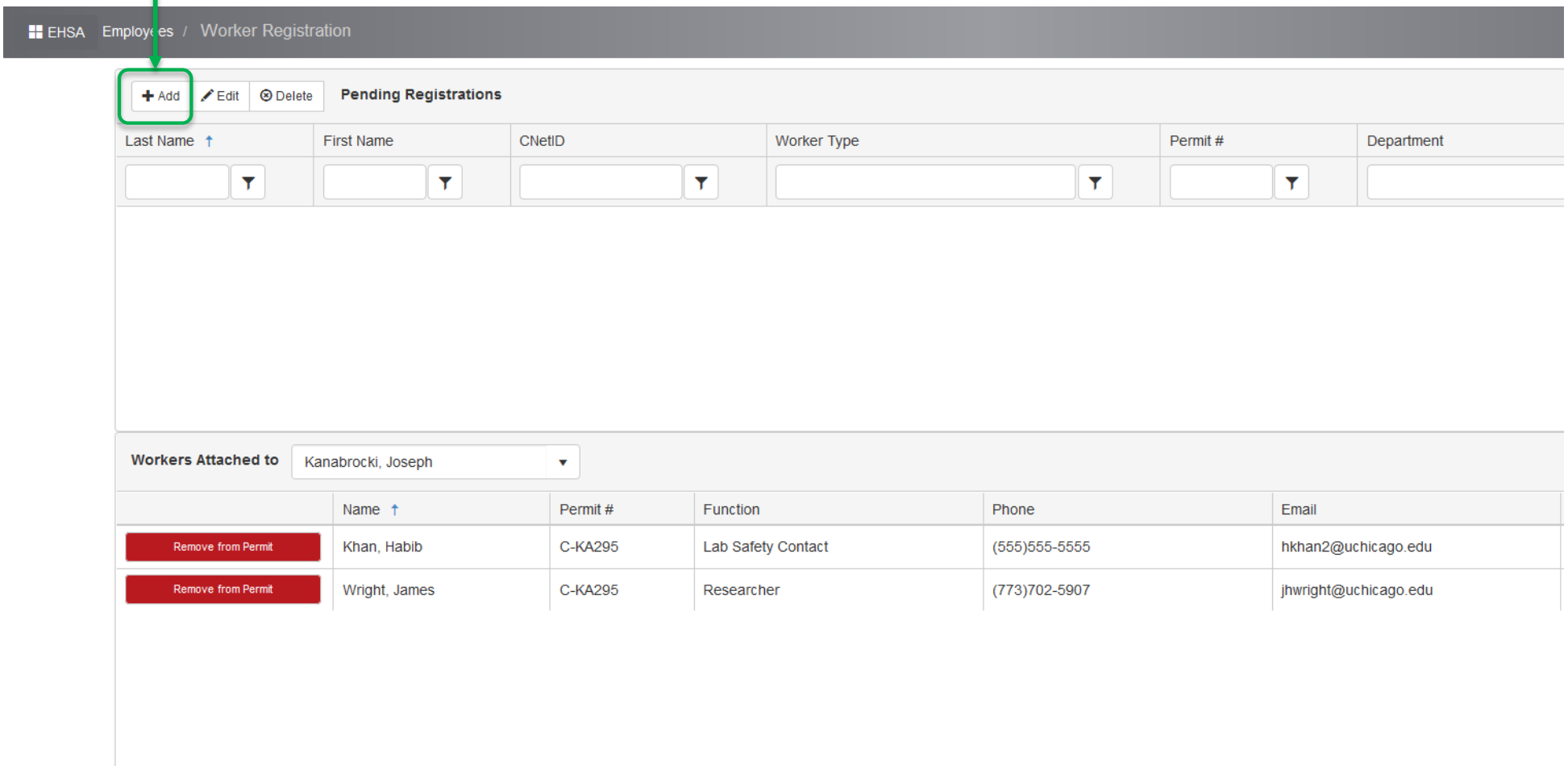
To Remove Workers, click the red button next to their names labeled Remove from Permit
The button will turn green. To undo a removal, click the green button next to the name.



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

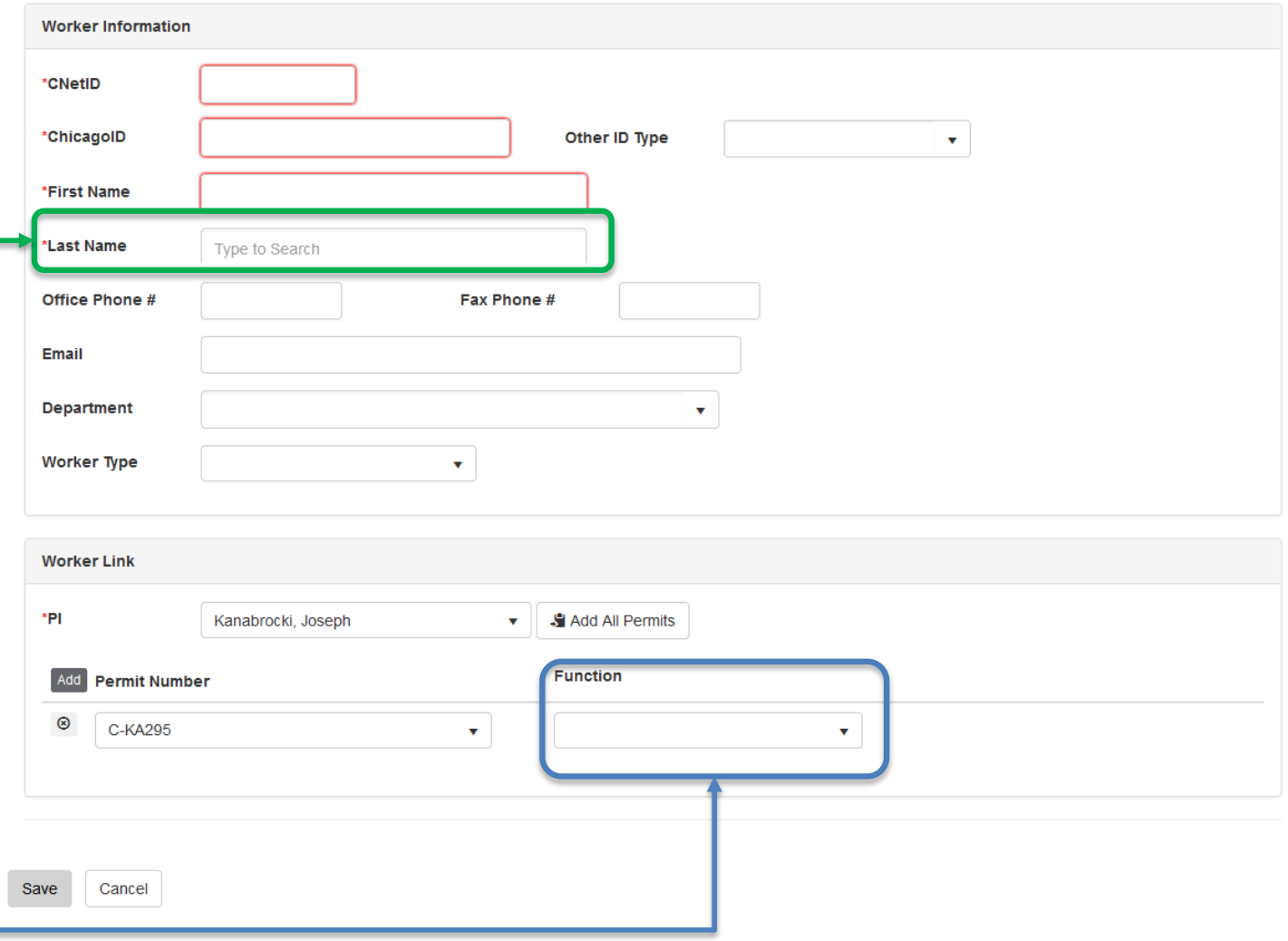
Click **+Add** to request a worker to be added to your permit



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.

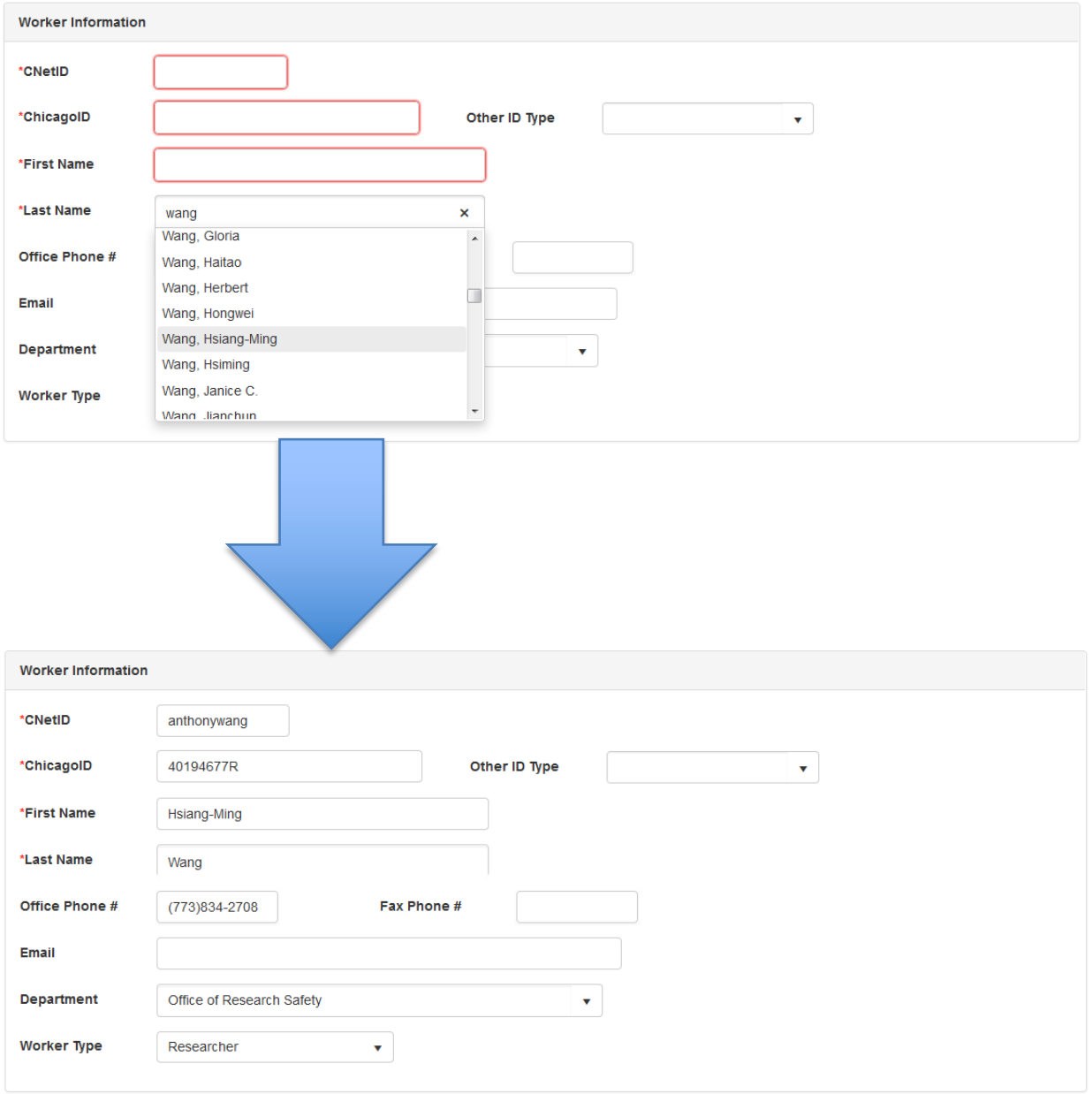
Here you can see the PI and permit. If you would like this worker to be a new Lab Safety Contact, make sure to select that option under Function Otherwise, leave it blank.

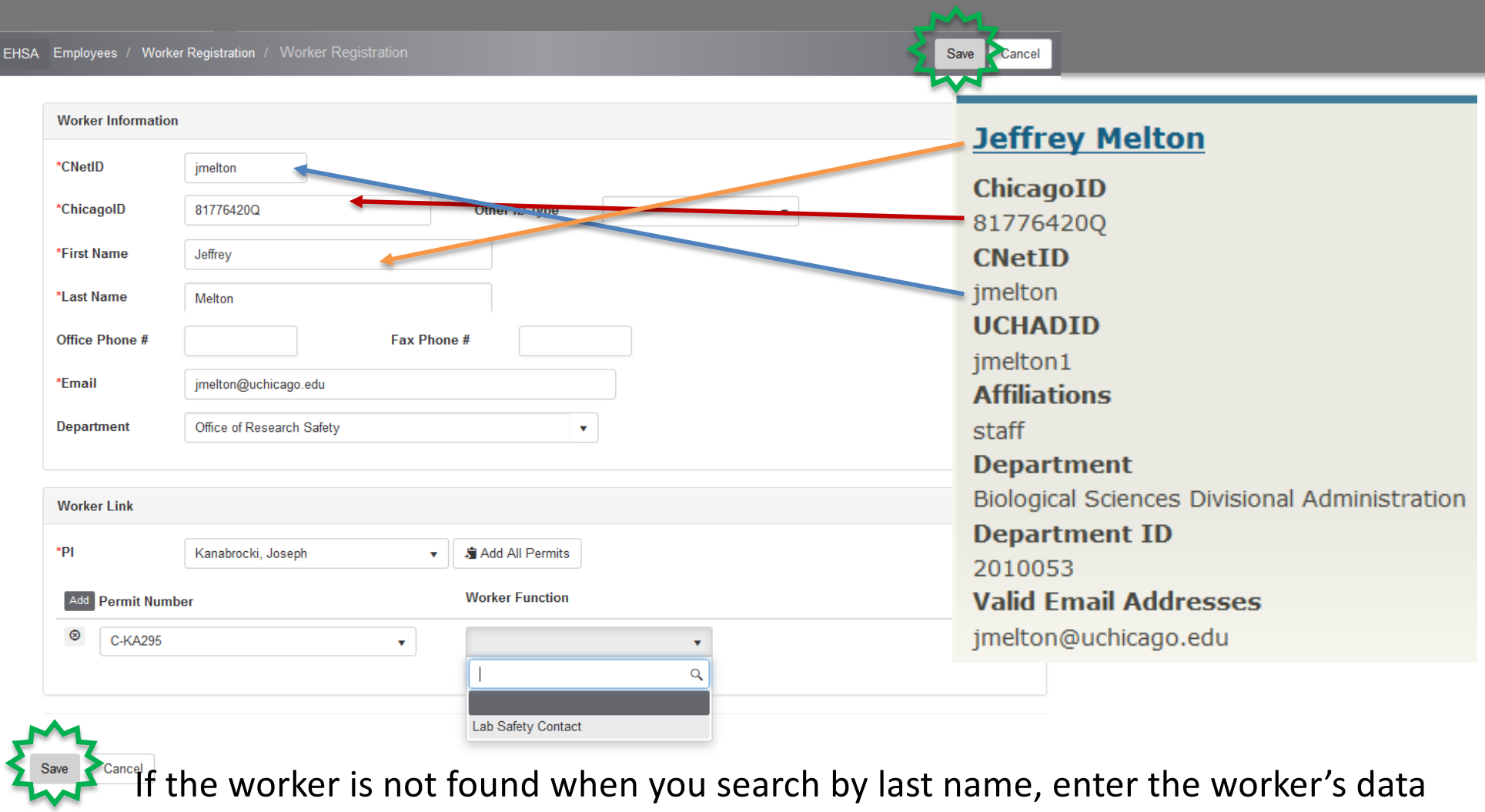


After you search for a person's last name, it will populate the other required fields like CNetID. Please check to make sure you have the right person.

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

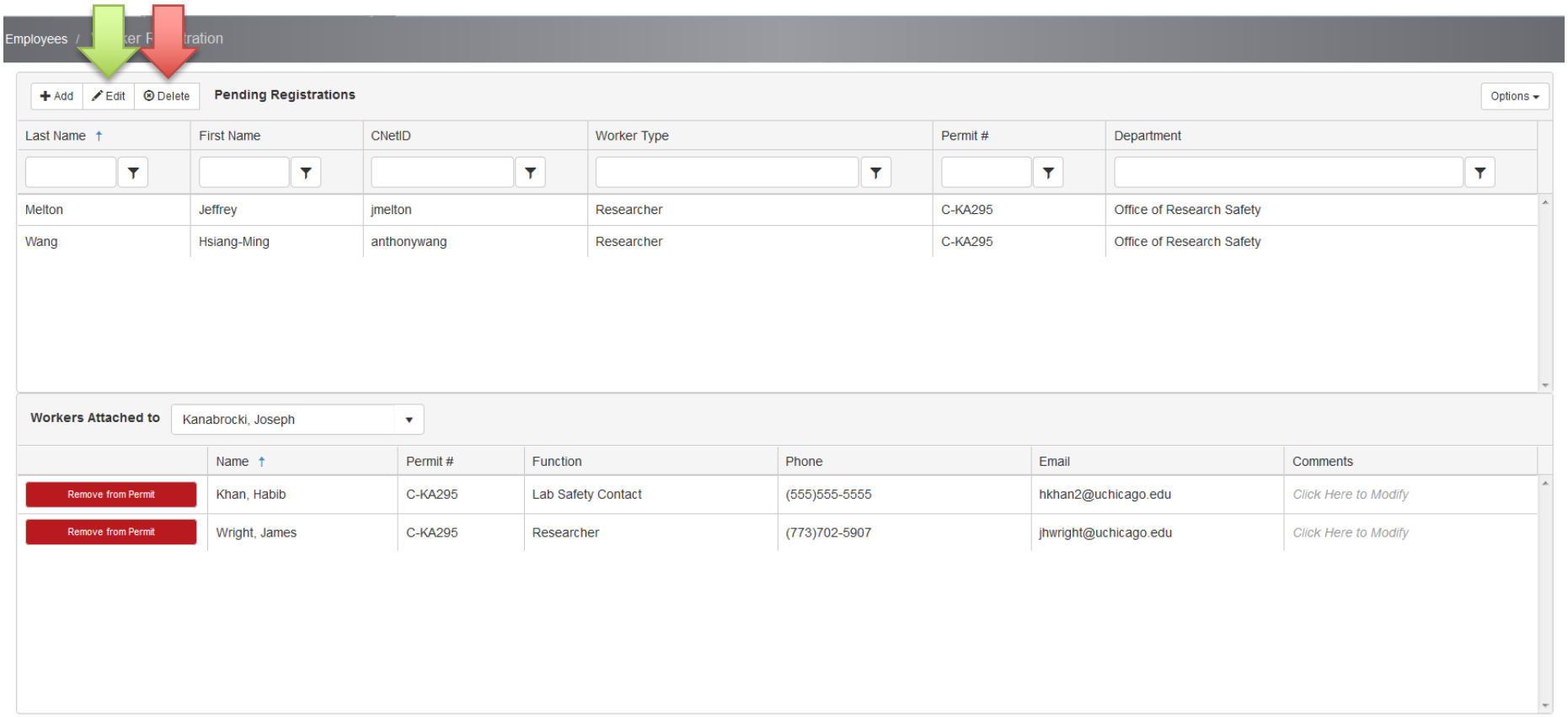
You may need to fill out more details here, like the email address and department.





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.