

## Instructions to guide PIs/Chemical Owners to add or remove students/employees from CEMS My Colleagues List and assign to them Colleague's Permissions (including access to PI's chemical inventory online).

## **Prerequisites:**

The new employee/student must complete <u>required ONLINE trainings</u> and IN PERSON Site Specific Training from their PIs or Lab Managers BEFORE receiving access to chemical inventory online.

The ONLINE trainings are available at <u>http://cems.uta.edu</u>. The new employee/student can login with UTA credentials and find required trainings under "view available courses" in Training section.

The Site Specific Training must be provide to new employee/student by their PIs or Lab Managers IN PERSON and documented on CEMS at <u>http://cems.uta.edu</u>.

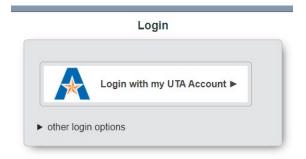
## Steps to add or remove students/employees and assign to them Colleague's Permissions (including access to PI's chemical inventory online):

Step 1: Go to Chemical Environmental Management System (CEMS) http://cems.uta.edu.

**Step 2**: Click on "login" in "My Profile" window:



Step 3: Login with your UTA credentials:



**Step 4**: On your CEMS Dashboard go to "My Profile" window and click on "add" link next to "My Colleagues":

Dashboard		
	My Profile	
Name:	Elisabeth Rowlett	
Email:	rowlett@uta.edu	Iogout
Status:	EH&S Staff	
Work Ph:	817-272-5573	
Alt Ph:	817-521-9690	
Office:	EH&S	
Dept:	Environmental Health_Safety	
🚨 updat	e profile	
My Collea	gues 💁 add	

**Step 5**: Start typing the name of the person who needs access to your chemical inventory online, choose the right name from the given options, and click on "submit":

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← → C	cems.uta.edu/CEN	IS/UserAssocRecord		₽ \$	*	± [		-
<u> Dashboard</u>	23 Colleague Permissions						G	×
		Colleague Permissi	ons					
	User 1: Elisabeth	Rowlett (rowlett)						
	User 2:							
	mur		<b>[ •</b> ] ]					
	Akshaj I	Murhekar (axm2759)						
	Alexand	der Murray (murrayah)	submit					
	anthon	y murillo (anthony202926@hotmail.com)						
	Anthon	y Murph (murpha)						
	Armano	do Murillo (murilloa)						
	carlos n	nurillo (manuelmurillo21murillo@gmail.com)						
	Jose Mu	urillo (lolito6060@yahoo.com)						
	Juan M	urillo (jmfencing@yahoo.com)						
	Katie M	lurillo (murillok)						
		nie Murillo (sxm5066)						

Step 6: Choose the Colleague's Permissions. Attention! To give access to your chemical inventory online choose "edit":

$\leftrightarrow$ $\rightarrow$ C	Cems.uta.edu/CEM	IS/UserAssocRecord?user1=20&user2=17753&act=load	₿ \$	*	⊻ □	-	:
🟠 Dashboard	Colleague Permissions				-	G	×
		Colleague Permissions					<b>^</b>
		relationship between Elisabeth Rowlett and Anthony Murph.					ł
	che	ck all that apply					
	🗆 Eli	sabeth Rowlett is a supervisor of Anthony Murph					ł
	🗹 An	thony Murph is a supervisor of Elisabeth Rowlett					ł
		thony Murph can.assist Elisabeth Rowlett					ł
		sabeth Rowlett can assist Anthony Murph					ł
	An	thony Murph can view v chemical inventory owned by Elisabeth Rowlett					1
		sabeth Rowlett can view 👻 chemical inventory owned by Anthony Murph					1
		cancel delete save					•

**Step 7**: Click on "save" and the name of your student/employee will appear in the table under "My Colleagues":

My Profile				
Name: Elisabeth Rowlett				
Email: rowlett@uta.edu				
Status: EH&S Staff				
Work Ph: 817-272-5573				
Alt Ph: 817-521-9690				
Office: EH&S				
Dept: Environmental Health_Safety				
aupdate profile				
My Colleagues 💁 add				
Name Roles				
Murph, Anthony direct report, chemical manager				

**Step 8**: If you would like to remove a student/employee from accessing your chemical inventory online, click on their name to open "Colleague Permissions" screen, and uncheck the boxes:

<u> Dashboard</u>	Colleague Permissions		-	G	×
		Colleague Permissions			<b>^</b>
		ne relationship between Elisabeth Rowlett and Anthony Murph.			
		Elisabeth Rowlett is a supervisor of Anthony Murph			
		Anthony Murph is a supervisor of Elisabeth Rowlett			
		Anthony Murph can.assist Elisabeth Rowlett			
		Elisabeth Rowlett can assist Anthony Murph			
		Anthony Murph can edit 🗸 chemical inventory owned by Elisabeth Rowlett			
		Elisabeth Rowlett can view V chemical inventory owned by Anthony Murph			
		cancel delete save			

**Step 9**: Click on "save" and the name of the student/employee will disappear from your profile window:

	My Profile				
Name:	Elisabeth Rowlett				
Email:	rowlett@uta.edu	🤌 logout			
Status:	EH&S Staff				
Work Ph:	817-272-5573				
Alt Ph:	817-521-9690				
Office:	EH&S				
Dept:	Environmental Health_Safety				
Supdate profile					