



**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 [required ONLINE trainings](#) and IN PERSON Site Specific Training from their PIs or Lab Managers BEFORE receiving access to chemical inventory online.

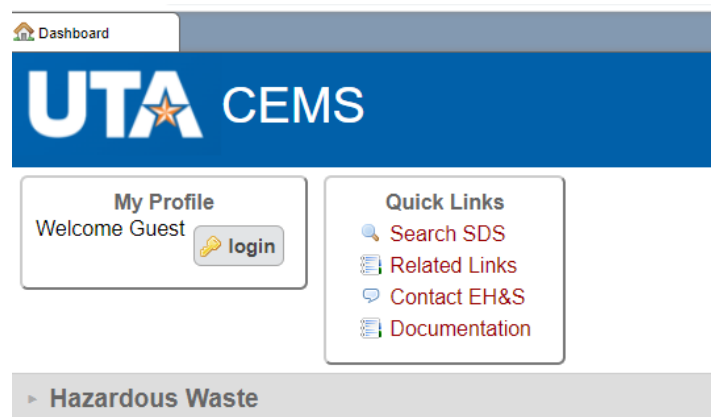
The ONLINE trainings are available at <http://cems.uta.edu>. The new employee/student can login with UTA credentials and find required trainings under "view available courses" in Training section.

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

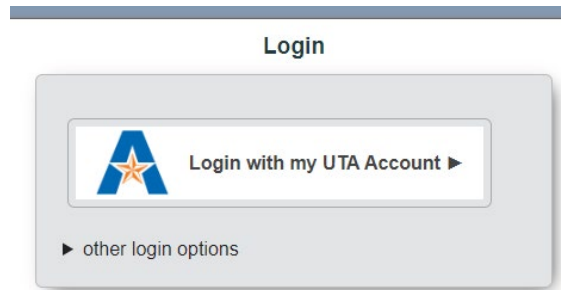
**Steps to add or remove students/employees and assign to them Colleague's Permissions (including access to PI's chemical inventory online):**

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

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



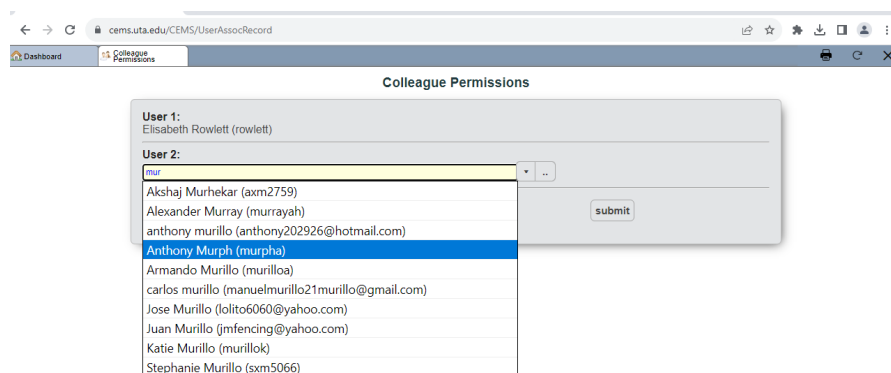
**Step 3:** Login with your UTA credentials:



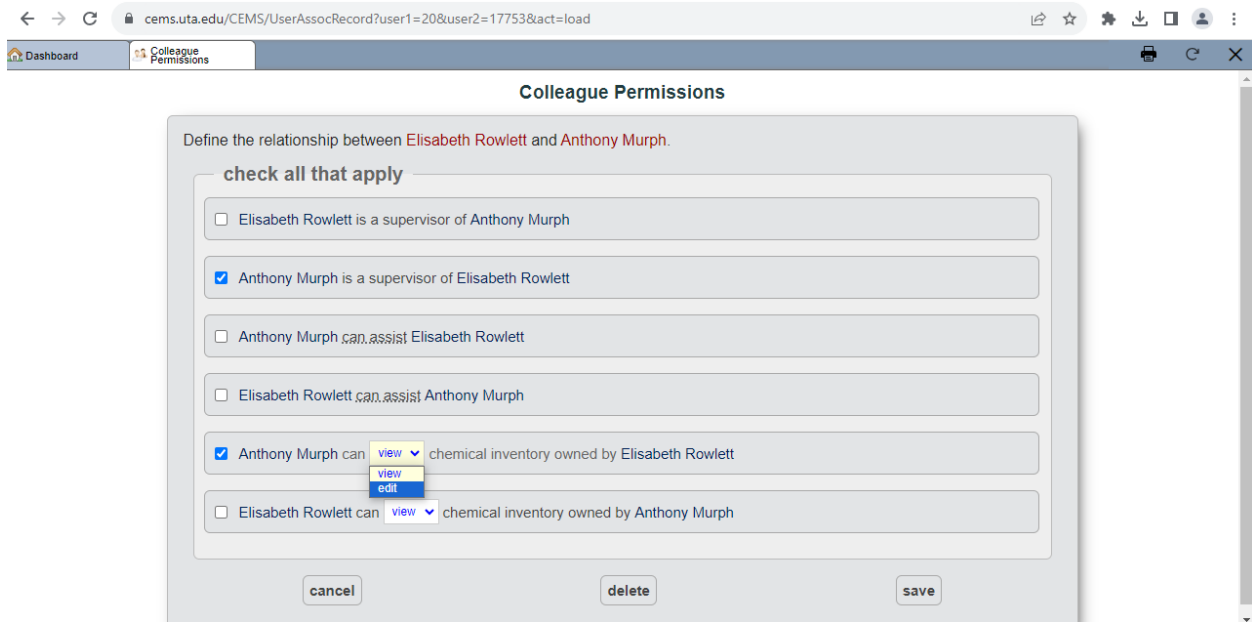
**Step 4:** On your CEMS Dashboard go to “My Profile” window and click on “add” link next to “My Colleagues”:



**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”:



**Step 6:** Choose the Colleague’s Permissions. **Attention! To give access to your chemical inventory online choose “edit”:**



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



**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:

Dashboard Colleague Permissions

### Colleague Permissions

Define the relationship between Elisabeth Rowlett and Anthony Murph.

**check all that apply**

- 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** 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 **logout**

**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

**update profile**

**My Colleagues add**