



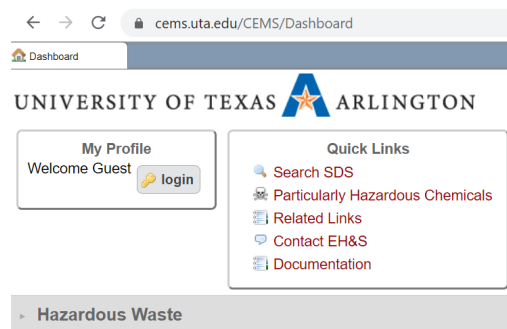
## STANDARD OPERATING PROCEDURE

### Request New CEMS Account

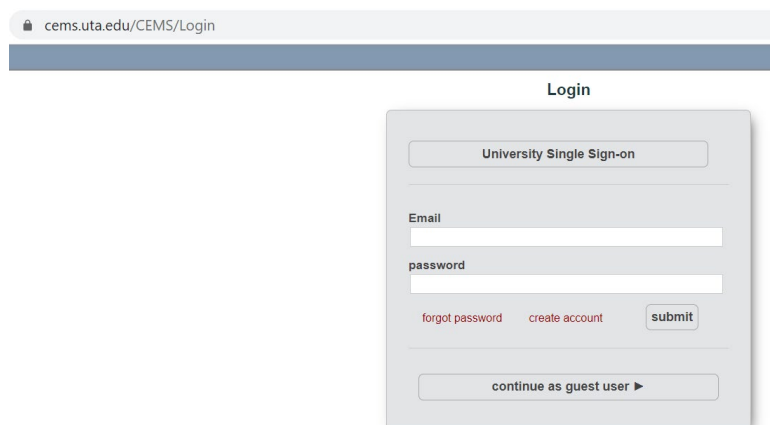
Please complete your Hazard Communication Training/Quiz (link to the training) and receive Site Specific Training (link to the form) from your supervisor prior to submitting CEMS account request.

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

**Step 2:** Click on “login” in “My Profile” window:



**Step 3:** Click on “create account”:



**Step 4:** Fill out the required information and submit:

The screenshot shows a web browser window titled "Create Account". The browser's address bar contains "Create Account". The page title is "Create Account". The form is divided into several sections:

- First Name** required: Text input field.
- Last Name** required: Text input field.
- Email** required: Text input field.
- User Status** required: Dropdown menu with "-- select status --" as the selected option.
- Department** required: Dropdown menu with a downward arrow.
- If not listed, enter it below.**: Text input field.
- Office** required: Text input field.
- Work Phone** required: Text input field.
- Alternate Phone**: Text input field.
- Supervisor** required: Dropdown menu with "first last (username/email)" as the selected option.
- If not listed, enter it below.**: Text input field.
- Password** required: Two text input fields labeled "enter password" and "confirm password".
- Your password must have at least 8 characters and contain a mix of lower/uppcase characters and at least one digit or symbol.
- Notes**: Text input field.

At the bottom of the form are two buttons: "cancel" and "submit".

**The CEMS administrator will contact your supervisor for approval and then process your request and arrange a basic CEMS training.**

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