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Accessing the Worker Registration Module

Step 1
Login into EHS Assist - https://ehsa.vanderbilt.edu

- For Vanderbilt University individuals, use your VUNetID and VU password, along with the Duo app for SSO authentication.
- For VUMC individuals, use your VUMC email and you will be taken to the VUMC SSO page for authentication.

Step 2
From the EHSA Homepage, select the Worker Registration icon.
Worker Registration Page

From the **Worker Registration** page, you can add or remove the workers associated with you as a PI/Lab Manager.

1. These are the workers associated to a PI’s various programs called **permits**.

2. A Permit # starts with a different letter that corresponds to each program.

   - C = Chemical program
   - R = Radiation program
   - B = Biological program
   - L = Laser program
How to Add a New Worker (Steps 1-5)

1. The easiest way to add a worker is to click the **Search Worker** button.

2. A **Select Worker** form will appear.

3. In the **Find Worker** box, type in the last name or VUNetID of the person you want to add. This information is pulled directly from Vanderbilt’s HR database.

4. Press **Search** and a list of names will appear.

5. Click **Select** to choose the person you want to add.
How to Add a New Worker (Steps 6-9)

6 The Worker Information form appears with much of the required information filled out via Vanderbilt’s HR database.

7 Fill out the required fields: VU Net ID #, First Name, Last Name, and Email

8 Although not required, if you plan on adding this worker to a Lab Placard or Door Sign, filling out the phone numbers will save you a step during that process.

9 If this worker will need access to EHS Assist, select the appropriate Security Group. Skip this selection if access to the website will not be needed.

For clarity about which Security Group to add, reach out to ehsa@vanderbilt.edu as this can be added later.
How to Add a New Worker (Steps 10-14)

10 The PI will be auto-populated based on your login.

11 Select the Permit Number from the dropdown. If you selected the Security Group on pg. 6, leave the Create/Update User Record checked.

12 Select a Worker Function.

13 Click the Save button to finish the registration.

14 A confirmation window appears. Click OK to return to the registration page.
# Newly Registered Worker

The new worker has now been added to the permit and an EHS team member will be contacted via email to notify them of the new worker addition.

<table>
<thead>
<tr>
<th>Name</th>
<th>Permit #</th>
<th>Function</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last name, First name</td>
<td>L-TEST</td>
<td>Lab Manager</td>
<td>(555)555-5555</td>
<td><a href="mailto:name@vanderbilt.edu">name@vanderbilt.edu</a></td>
</tr>
<tr>
<td>Last name, First name</td>
<td>C-TEST</td>
<td>Graduate Student</td>
<td>(555)555-5555</td>
<td><a href="mailto:name@vanderbilt.edu">name@vanderbilt.edu</a></td>
</tr>
<tr>
<td>Last name, First name</td>
<td>C-TEST</td>
<td>Graduate Student</td>
<td>(555)555-5555</td>
<td><a href="mailto:name@vanderbilt.edu">name@vanderbilt.edu</a></td>
</tr>
<tr>
<td>Last name, First name</td>
<td>L-TEST</td>
<td>Lab Manager</td>
<td>(555)555-5555</td>
<td><a href="mailto:name@vanderbilt.edu">name@vanderbilt.edu</a></td>
</tr>
<tr>
<td>Last name, First name</td>
<td>C-TEST</td>
<td>Lab Manager</td>
<td>(555)555-5555</td>
<td><a href="mailto:name@vanderbilt.edu">name@vanderbilt.edu</a></td>
</tr>
</tbody>
</table>
How to Remove Workers Attached to a PI

1. From the **Worker Registration** page, the workers attached to a PI are displayed at the bottom.

2. Click the **Remove from Permit** button to detach them from the permit.

3. Click on the Remove Worker button on the pop-up message to confirm.

4. A confirmation message appears stating “Removal Successful”. Click **OK** to return to the registration page.

The EHS team will be notified when the worker has been removed.
EHS Assist – Additional Info

Find additional EHS Assist guides here:

https://www.vanderbilt.edu/ehs/ehsassist

With any questions, concerns or suggestions,
contact the EHS Assist Administrator - ehsa@vanderbilt.edu