



# EHS Assist User Registration Guide



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# Accessing the User Registration Module

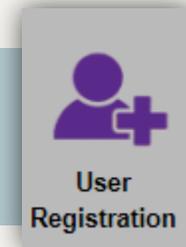
## Step 1

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 **User 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

The screenshot shows the EHS Worker Registration interface. At the top, there are navigation buttons: Search Worker, Add New Worker, Edit, and Delete. Below these are filter dropdowns for Last Name, First Name, Worker Type, PI, Program ID, ID#, and Department. The main section is titled 'Workers Attached to' and shows a dropdown menu set to 'Test, PI'. A table below lists workers with columns for Name, Permit #, Function, Phone, Email, and Comments. A yellow box highlights the 'Name' and 'Permit #' columns, with a '1' in a blue circle next to the 'Name' header. Another yellow box highlights the 'Permit #' column, with a '2' in a blue circle next to the first row's permit number 'L-TEST'. Each row has a 'Remove from Permit' button on the left and a 'Click Here to Modify' link in the comments column.

	Name	Permit #	Function	Phone	Email	Comments
<a href="#">Remove from Permit</a>	Last name, First name	L-TEST	Lab Manager	(555)555-5555	name@vanderbilt.edu	<a href="#">Click Here to Modify</a>
<a href="#">Remove from Permit</a>	Last name, First name	C-TEST		(555)555-5555	name@vanderbilt.edu	<a href="#">Click Here to Modify</a>
<a href="#">Remove from Permit</a>	Last name, First name	C-TEST	Lab Manager	(555)555-5555	name@vanderbilt.edu	<a href="#">Click Here to Modify</a>
<a href="#">Remove from Permit</a>	Last name, First name	C-TEST		(555)555-5555	name@vanderbilt.edu	<a href="#">Click Here to Modify</a>
<a href="#">Remove from Permit</a>	Last name, First name	L-TEST		(555)555-5555	name@vanderbilt.edu	<a href="#">Click Here to Modify</a>
<a href="#">Remove from Permit</a>	Last name, First name	C-TEST		(555)555-5555	name@vanderbilt.edu	<a href="#">Click Here to Modify</a>

# How to Add a New Worker (Steps 1-5)

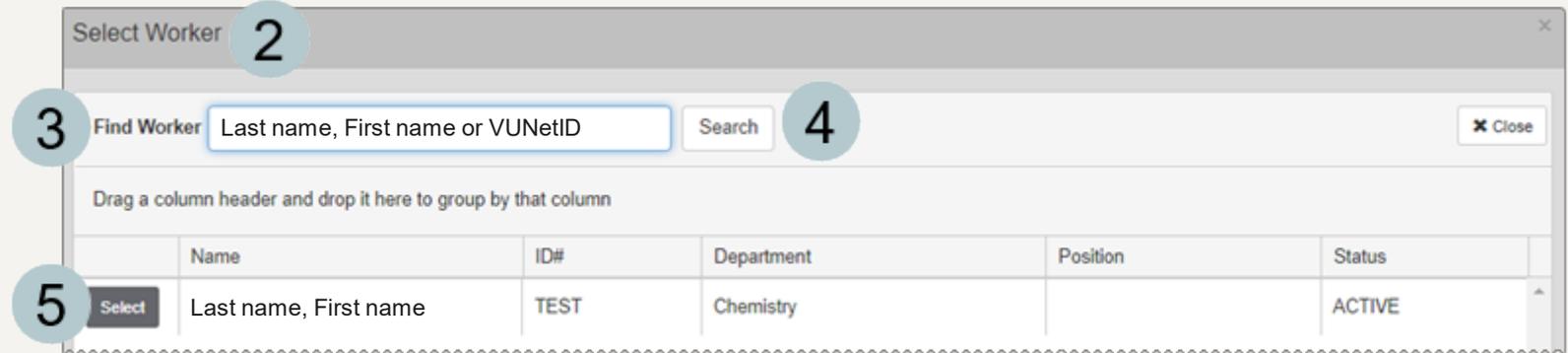
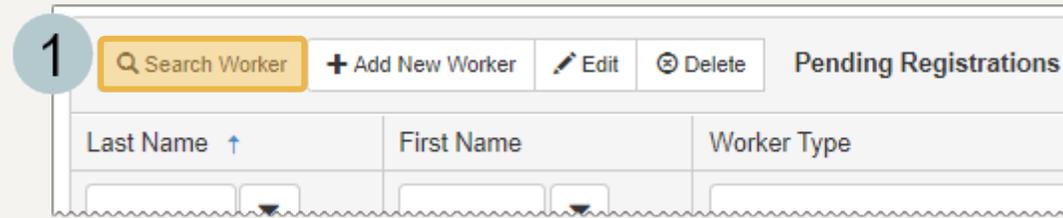
1 The easiest way to add a worker is to click the **Search Worker** button.

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](mailto:ehsa@vanderbilt.edu) as this can be added later.

The screenshot shows a web form titled "Worker Information" with several input fields and a dropdown menu. The form is annotated with numbered circles (6-9) indicating the steps to be followed. Step 6 points to the form title. Step 7 points to the "VU Net ID #" field. Step 8 points to the "Office Phone #" and "Cell Phone #" fields. Step 9 points to the "Security Group" dropdown menu, which is open to show a list of options.

Code	Name	Description
		Registration, Training History Records, and Equipment.
37	CHEM PI & Lab Manager	Assign this permission to an individual who is allowed to perform the same tasks in EHS Assist as the PI or Lab Manager - access to a PI's Chemical Inventory, Waste Collection Requests, Lab Inspections, Worker Registration, Training History Records, and Equipment.
39	CHEM Read-Only Worker	Assign this permission to an individual who is allowed to submit Waste Collection Requests and have a read-only view of the PI's Chemical Inventory (no editing privileges).

# 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.

The screenshot displays the 'Worker Link' registration form. Step 10 shows the '\*PI' field with a dropdown menu containing 'Last name, First name'. Step 11 shows the 'Permit Number' dropdown menu with a table of options: B-TEST (BIO, Active), C-TEST (CHEM, Active), L-TEST (LASER, Active), and R-TEST (RAM, Active). Step 12 shows the 'Worker Function' dropdown menu with options: Graduate Student, Co-Investigator, Instructor, Lab Coordinator, and Lab Manager. Step 13 shows the 'Save' and 'Cancel' buttons. Step 14 shows a confirmation window with the text 'CHEM Worker Update Complete. Only new Permit Links will be created for Existing Workers.' and an 'OK' button.

**Worker Link**

\*PI: Last name, First name

Permit Number:

B-TEST	BIO	Active
C-TEST	CHEM	Active
L-TEST	LASER	Active
R-TEST	RAM	Active

**Create/Update User Record**  
Creates worker's user record, which enables access to the web program, if needed & adds this PI association to user record.

**Worker Function**: Graduate Student

Co-Investigator  
Graduate Student  
Instructor  
Lab Coordinator  
Lab Manager

Save Cancel

CHEM Worker Update Complete. Only new Permit Links will be created for Existing Workers.

OK

# 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.

Workers Attached to		Test, PI				
	Name ↑	Permit #	Function	Phone	Email	Comments
<a href="#">Remove from Permit</a>	Last name, First name	L-TEST	Lab Manager	(555)555-5555	name@vanderbilt.edu	<a href="#">Click Here to Modify</a>
<a href="#">Remove from Permit</a>	Last name, First name	C-TEST		(555)555-5555	name@vanderbilt.edu	<a href="#">Click Here to Modify</a>
<a href="#">Remove from Permit</a>	Last name, First name	C-TEST	Graduate Student	(555)555-5555	name@vanderbilt.edu	<a href="#">Click Here to Modify</a>
<a href="#">Remove from Permit</a>	Last name, First name	C-TEST		(555)555-5555	name@vanderbilt.edu	<a href="#">Click Here to Modify</a>
<a href="#">Remove from Permit</a>	Last name, First name	L-TEST		(555)555-5555	name@vanderbilt.edu	<a href="#">Click Here to Modify</a>
<a href="#">Remove from Permit</a>	Last name, First name	C-TEST		(555)555-5555	name@vanderbilt.edu	<a href="#">Click Here to Modify</a>

# 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.*

	Name ↑	Permit #	Function	Phone	Email	Comments
<b>Remove from Permit</b>	Last name, First name	L-TEST	Lab Manager	(555)555-5555	name@vanderbilt.edu	<a href="#">Click Here to Modify</a>
<b>Remove from Permit</b>	Last name, First name	C-TEST		(555)555-5555	name@vanderbilt.edu	<a href="#">Click Here to Modify</a>
<b>Remove from Permit</b>	Last name, First name	C-TEST	Graduate Student	(555)555-5555	name@vanderbilt.edu	<a href="#">Click Here to Modify</a>
<b>Remove from Permit</b>	Last name, First name	C-TEST		(555)555-5555	name@vanderbilt.edu	<a href="#">Click Here to Modify</a>
<b>Remove from Permit</b>	Last name, First name	L-TEST		(555)555-5555	name@vanderbilt.edu	<a href="#">Click Here to Modify</a>
<b>Remove from Permit</b>	Last name, First name	C-TEST		(555)555-5555	name@vanderbilt.edu	<a href="#">Click Here to Modify</a>

Remove Worker from Permit

**Worker Information**

Name: Last name, First name  
PI Name: Test, PI  
Permit #: C-TEST  
Function: Graduate Student

**Remove Worker** Cancel

Removal Successful!

OK

# 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](mailto:ehsa@vanderbilt.edu)

