



# EHS Assist User Registration Guide



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# Accessing the User Registration Module

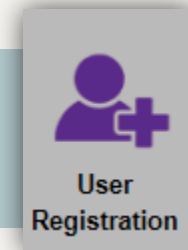
## Step 1

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 'Worker Registration' page in the EHS system. At the top, there's a navigation bar with 'EHS' and 'Employees / Worker Registration'. Below this is a search bar and buttons for '+ Add New Worker', 'Edit', and 'Delete'. The main section is titled 'Pending Registrations' and contains a table with columns: Last Name, First Name, Worker Type, PI, Program ID, ID#, and Department. Below this table is a section for 'Workers Attached to' with a dropdown menu set to 'Test, PI'. A note says 'Please update BIO permits on AURA IBC.' Below this is another table with columns: Name, Permit #, Function, Phone, Email, and Comments. The 'Name' column is highlighted with a yellow box and a circled '1'. The 'Permit #' column is also highlighted with a yellow box and a circled '2'. The table lists six workers, each with a 'Remove from Permit' button and a 'Click Here to Modify' link in the comments column.

Name	Permit #	Function	Phone	Email	Comments
Last name, First name	L-TEST	Lab Manager	(555)555-5555	name@vanderbilt.edu	Click Here to Modify
Last name, First name	C-TEST		(555)555-5555	name@vanderbilt.edu	Click Here to Modify
Last name, First name	C-TEST	Lab Manager	(555)555-5555	name@vanderbilt.edu	Click Here to Modify
Last name, First name	C-TEST		(555)555-5555	name@vanderbilt.edu	Click Here to Modify
Last name, First name	L-TEST		(555)555-5555	name@vanderbilt.edu	Click Here to Modify
Last name, First name	C-TEST		(555)555-5555	name@vanderbilt.edu	Click Here to Modify

# 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.

1

Pending Registrations

Last Name ↑	First Name	Worker Type
<input type="text"/>	<input type="text"/>	<input type="text"/>

2

Select Worker

3 Find Worker   4

Drag a column header and drop it here to group by that column

	Name	ID#	Department	Position	Status
5 <input type="button" value="Select"/>	Last name, First name	TEST	Chemistry		ACTIVE

# 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.

Worker Information

6

7

\*VU Net ID #

VUNetID

HR ID

\*First Name

First Name

\*Last Name

Last Name

Office Phone #

Cell Phone #

\*Email

firstname.lastname@vanderbilt.edu

Department

Environmental Health and Safety

Worker Type

9

Security Group

CHEM Read-Only Worker

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' form with the following elements:

- Worker Link** header.
- \*PI** dropdown menu with the text 'Last name, First name' (Step 10).
- Permit Number** dropdown menu with a table of options (Step 11):

Permit Number	Security Group	Status
B-TEST	BIO	Active
C-TEST	CHEM	Active
L-TEST	LASER	Active
R-TEST	RAM	Active
- ☒ **Create/Update User Record** checkbox with a description: 'Creates worker's user record, which enables access to the web program, if needed & adds this PI association to user record.'
- Worker Function** dropdown menu with a list of options (Step 12):
  - Graduate Student
  - Co-Investigator
  - Graduate Student (highlighted)
  - Instructor
  - Lab Coordinator
  - Lab Manager
- Save** and **Cancel** buttons (Step 13).
- A confirmation window titled 'CHEM Worker Update Complete. Only new Permit Links will be created for Existing Workers.' with an **OK** button (Step 14).

# 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 <span>Test, PI</span>						
	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.*

Workers Attached to Test, PI						
	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/facilities/ehs/ehsa>**

With any questions, concerns or suggestions,  
contact the EHS Assist Administrator - **[ehsa@vanderbilt.edu](mailto:ehsa@vanderbilt.edu)**



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