



Chemical Inventory Database Training
Environmental Health & Safety Division
Chemical Safety Office



Module 6: Permit Worker Registration

REQUESTING THE ADDITION OF A WORKER TO THE DATABASE LAB LISTING, NAVIGATION & DATA ENTRY



This training module should take no more than 10 minutes to complete.



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Environmental Health & Safety Division
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Augusta, Georgia 30912

EHSA Chemical Inventory Database
On Site Systems Inc.
23 N. Gore Suite 200
St Louis, Missouri 63119

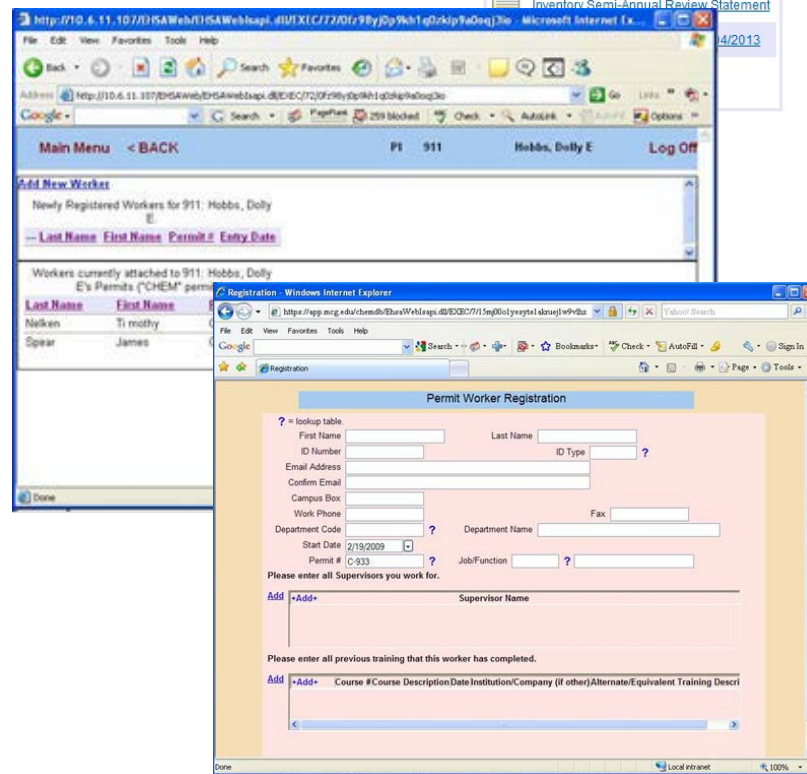
Permit Worker Registration

Introduction to the Permit Worker Registration Module

The Permit Worker Registration application allows the Principal Investigator/PI to request to have a worker added to any one of his/her laboratories in the database.

1. From the Main Menu, Click on the **Permit Worker Registration** to access this application.
- 2.
3. The first screen you will see is a list of the Workers Currently Attached
4. To add a new worker, click on **Add New Worker**
5. In the “**Permit Worker Registration**” screen, you will add the new worker information and their training received.


PI: 0311: Bridges, Dee Training

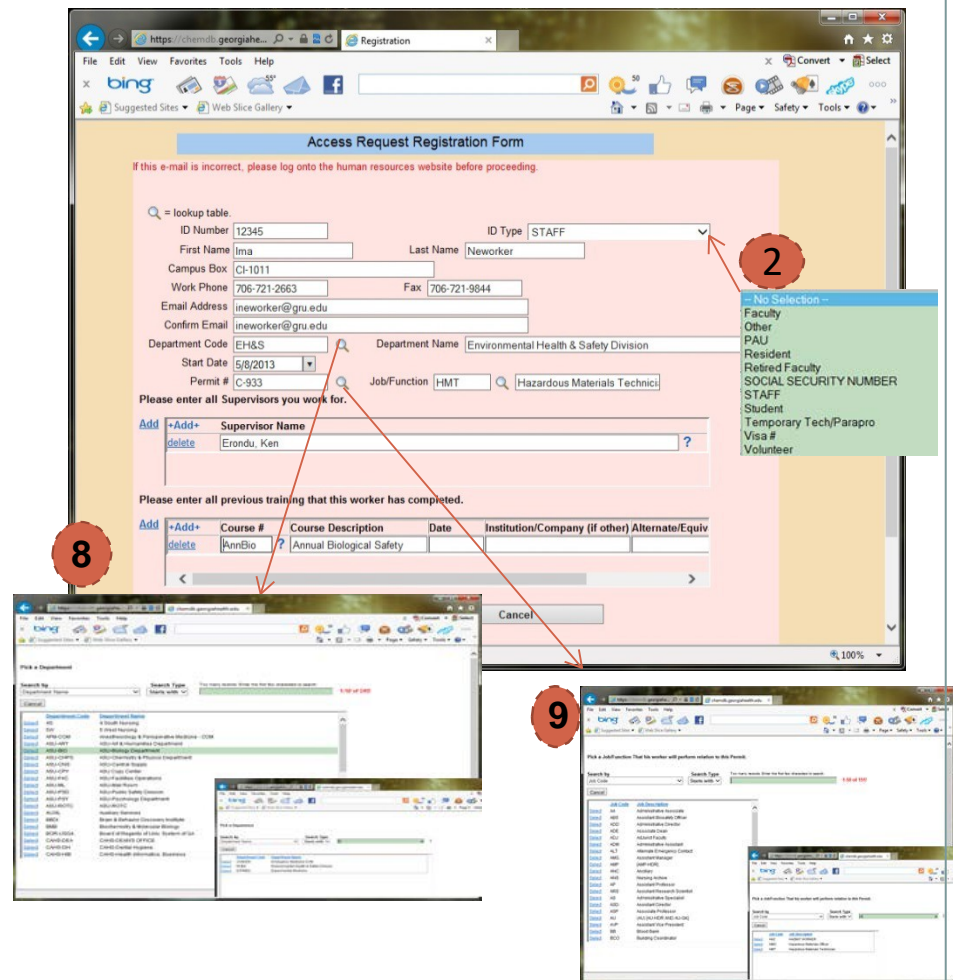


Fields & Functions

Fields & Functions:

In the worker information screen you will enter the worker's

1. **ID Number** – Type in the worker's Employee ID Number
2. **ID Type** – Click on the arrow to the right of the empty field to open the Pick List
3. **First Name** – type in the worker's first name
4. **Last Name** – type in the worker's last name
5. **Campus Box** – type in the employee's campus mail stop
6. **Work Phone** – type in the number
7. **Fax** – type in the number
8. **E-mail address & Confirm E-mail address** – type in the worker's email address
9. **Department Code** – Click on the icon  to open a search window
10. **Department Name** – will auto-load when you select the Department Code



The screenshot shows the 'Access Request Registration Form' in a web browser. The form contains several input fields and a pick list. A red circle with the number '2' points to the 'ID Type' pick list, which is open to show options: Faculty, Other, PAU, Resident, Retired Faculty, SOCIAL SECURITY NUMBER, STAFF, Student, Temporary Tech/Parapro, Visa #, and Volunteer. A red circle with the number '8' points to the magnifying glass icon next to the 'Department Code' field. A red circle with the number '9' points to the search window that opens when the magnifying glass icon is clicked, showing a list of departments and their codes.

Access Request Registration Form

If this e-mail is incorrect, please log onto the human resources website before proceeding.

Lookup table

ID Number: 12345 ID Type: STAFF

First Name: lma Last Name: Newworker

Campus Box: CH-1011

Work Phone: 706-721-2663 Fax: 706-721-9844

Email Address: inewworker@gru.edu

Confirm Email: inewworker@gru.edu

Department Code: EH&S Department Name: Environmental Health & Safety Division

Start Date: 5/8/2013

Permit #: C-933 Job/Function: HMT Hazardous Materials Technici

Please enter all Supervisors you work for.

Add	+Add+	Supervisor Name	delete
		Erundu, Ken	?

Please enter all previous training that this worker has completed.

Add	+Add+	Course #	Course Description	Date	Institution/Company (if other)	Alternate/Equip
		AnnBio	Annual Biological Safety			

Cancel

Search by: Search Type: Search Results: 1 of 1 (100%)

Department Code	Department Name
EH&S	Environmental Health & Safety Division
...	...

Additional Information

Chemical Safety Office Personnel

For More Information or Assistance call the Chemical Safety Office at:

Phone: 706-721-2663

FAX: 706-721-9844

Email: CHEMSAFETY@augusta.edu