



Instructions to guide PIs/Chemical Owners to add or remove students/employees from CEMS My Colleagues List and assign to them Colleague's Permissions (including access to PI's chemical inventory online).

Prerequisites:

The new employee/student must complete [required ONLINE trainings](#) and IN PERSON Site Specific Training from their PIs or Lab Managers BEFORE receiving access to chemical inventory online.

The ONLINE trainings are available at <http://cems.uta.edu>. The new employee/student can login with UTA credentials and find required trainings under "view available courses" in Training section.

The Site Specific Training must be provide to new employee/student by their PIs or Lab Managers IN PERSON and documented on CEMS at <http://cems.uta.edu>.

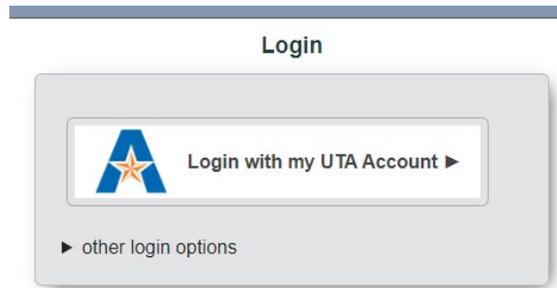
Steps to add or remove students/employees and assign to them Colleague's Permissions (including access to PI's chemical inventory online):

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

Step 2: Click on "login" in "My Profile" window:



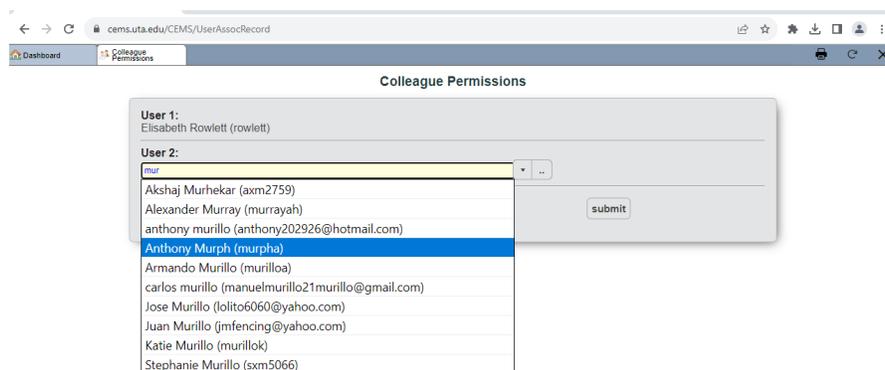
Step 3: Login with your UTA credentials:



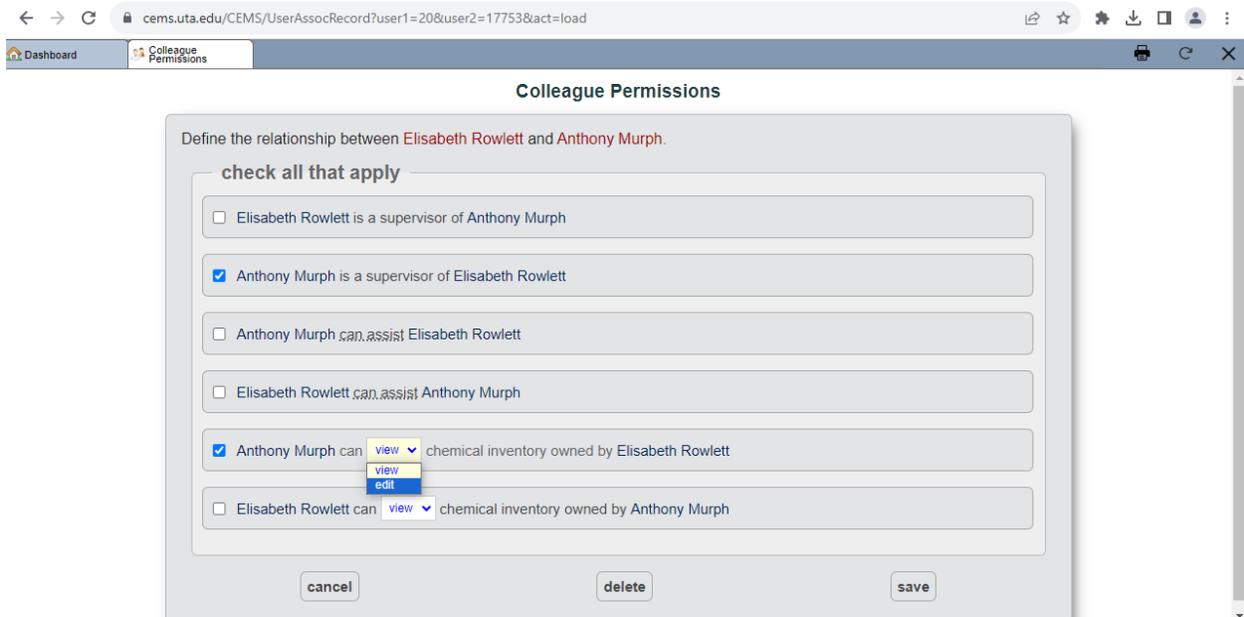
Step 4: On your CEMS Dashboard go to “My Profile” window and click on “add” link next to “My Colleagues”:



Step 5: Start typing the name of the person who needs access to your chemical inventory online, choose the right name from the given options, and click on “submit”:



Step 6: Choose the Colleague’s Permissions. **Attention! To give access to your chemical inventory online choose “edit”:**



Step 7: Click on “save” and the name of your student/employee will appear in the table under “My Colleagues”:



Step 8: If you would like to remove a student/employee from accessing your chemical inventory online, click on their name to open “Colleague Permissions” screen, and uncheck the boxes:

Dashboard Colleague Permissions

Colleague Permissions

Define the relationship between Elisabeth Rowlett and Anthony Murph.

check all that apply

- Elisabeth Rowlett is a supervisor of Anthony Murph
- Anthony Murph is a supervisor of Elisabeth Rowlett
- Anthony Murph can assist Elisabeth Rowlett
- Elisabeth Rowlett can assist Anthony Murph
- Anthony Murph can **edit** chemical inventory owned by Elisabeth Rowlett
- Elisabeth Rowlett can **view** chemical inventory owned by Anthony Murph

cancel delete save

Step 9: Click on “save” and the name of the student/employee will disappear from your profile window:

My Profile

Name: Elisabeth Rowlett logout

Email: rowlett@uta.edu

Status: EH&S Staff

Work Ph: 817-272-5573

Alt Ph: 817-521-9690

Office: EH&S

Dept: Environmental Health_Safety

update profile

My Colleagues add