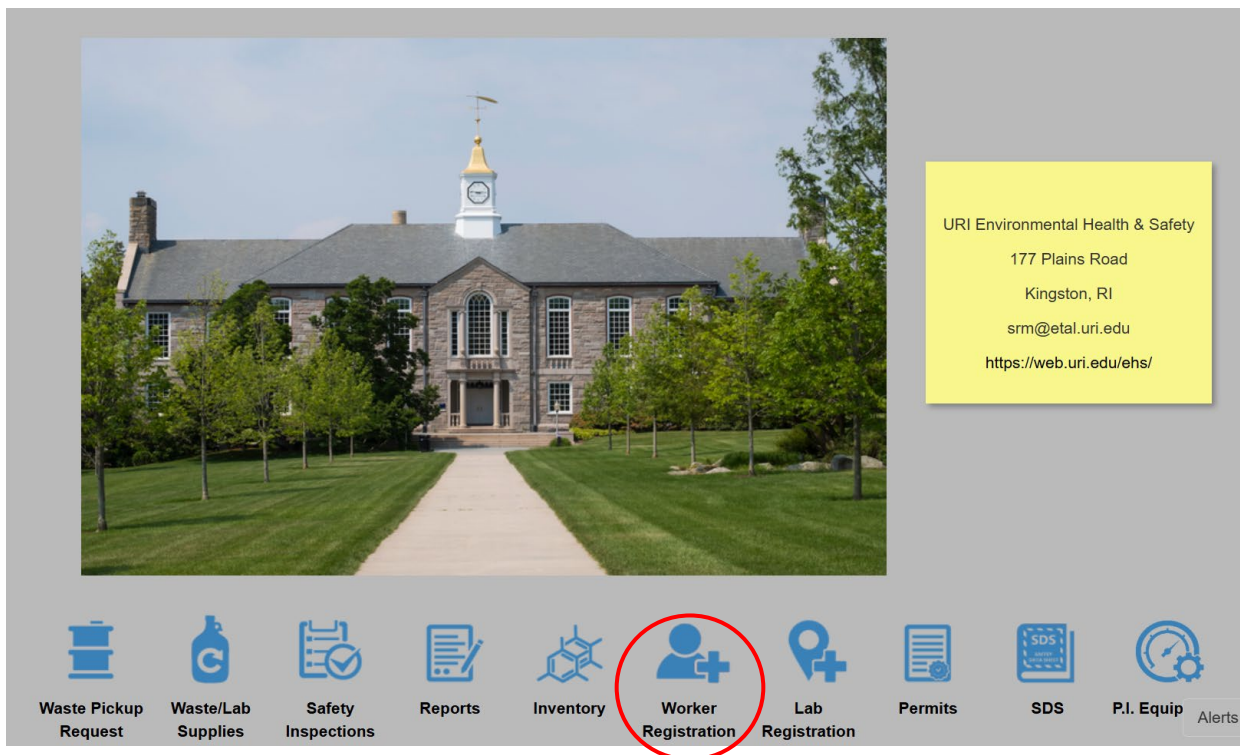


WORKER (LAB USER) REGISTRATION

1. Click on “**Worker Registration**” button on bottom of dashboard



2. Click on “**Add New Worker**” on top of next page

EHS / Employees / Worker Registration

Search Worker **+ Add New Worker** Edit Delete Pending Registrations Options

Last Name ↑	First Name	Email Address (w/o @uri.edu)	Worker Type	PI	Permit Number	Department

Workers Attached to Please update BIO permits on [AURA IBC](#).

Name ↑	Permit #	Phone	Email	Comments

3. Fill out the **ID**, **First Name** and **Last Name**, and **Email** Fields. ***Note*** - User ID's should be employees email address minus the "@uri.edu".
4. Fill out any other desired information (campus, department, worker type, etc.)

Worker Information

*ID

(Email Address w/o @uri.edu)

Find Worker Information

*First Name

*Last Name

Office Phone #

Lab Phone #

Cell Phone #

Fax Phone #

Email

Campus

Department

Worker Type

Job Title

Position

5. Choose Security group from drop down list based on desired level of program access.

*****NOTE***** Most Grad students should fall under PI & Lab Managers security group. This selection gives the most access and allows the full options available to users.

*Security Group

Worker Link

*PI

Code	Name	Description
17	PI & Lab Managers	
15	Waste Pickup Requests Only	
23	Worker (Read-Only)	

6. Select the PI that the employee is assigned to.
7. The permit number should be assigned upon selecting PI. If a PI has two or more permits, then the dropdown should be utilized to choose the desired permit.

****NOTE**** Permit selection is related to the type of work the user is intending to do in the lab.

8. Make sure the “create/update user record” box is checked.
9. Worker function can be selected but is not required.

The screenshot displays a web form titled "Worker Link". It contains the following elements:

- A dropdown menu for "PI" with "Moore, Dave" selected.
- A dropdown menu for "Permit Number" with "C-00001" selected.
- A dropdown menu for "Worker Function" with a list showing "Lab Manager" and "Lab Worker".
- A checkbox labeled "Create/Update User Record" which is checked. Below it, a description reads: "Creates worker's user record, which enables acces to the web program, if needed & adds this PI association to user record."
- At the bottom left, there are two buttons: "Save" and "Cancel".

10. Click the Save button.