New Responsible Party Account Tutorial

On the EH&S website choose EHS Assistant then Login to EHSA:

Welcome to The EHSA Web Portal

Environmental Health Safety Assistant (EHSA) is a comprehensive EH&S database that is available online to select groups including educators, researchers, and staff within the ASU community. As a single repository of safety data, EHSA functions as a compliance tool for those who require information to perform certain job functions.

Simply login using your ASURite ID (computer username) and password. The EHSA web application makes it easy to perform basic tasks: access EH&S training records and request a hazardous waste pick-up. You do not need to request access for these tasks.

EHSA is used to:
- Manage chemical inventories
- Record training
- Register chemical storage space
- Submit hazardous waste pickup request
- Register a laboratory
- Waste requests

To perform these advanced tasks, EHSA users must request access as a Principal Investigator (PI), supervisor, or an individual authorized by a PI or supervisor to access EHSA on their behalf. If you need to perform any of these tasks please view the tutorials below, prior to initiating the login process to EHSA.

Special Note: Individuals who want to register Laboratory/Space after viewing the tutorial:
- Login to EHSA and select "Manage My Account"
- Select "PI", then choose "Responsible Party Information" under "Questionnaire." If the space has been registered in the past, choose the correct space from the list and fill in the requested information.

You will be asked to Sign In using your ASURite and Password.
You will be asked for the Affiliate ID of the person who is the New Responsible Party:

Welcome to EHS Assistant

Please enter the affiliate ID #(10-digit number beginning with 10 or 12) of the PI/Supervisor
your information, unless you are the PI/Supervisor.)

Affiliate ID #

Submit  Cancel
If the Person you are searching for shows up select that person if not Select None of these match:

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Please enter the affiliate ID #(10-digit number beginning with 10 or 12) of the your information, unless you are the PI/Supervisor.)

Affiliate ID #XXXXXXXX

Submit  Cancel

Select I am requesting access for Dorothy Haskett

None of these (above) Match, the PI is a New Worker
If the person is in the database his or her information will automatically populate the fields below if not please enter their information. Please enter your information in the blue highlighted area:
Add Laboratory Room(s) and submit. You will be giving access within 48 hours: