New EHSA User Tutorial

To Request Access for Yourself or Another Individual
Follow Steps (A) Through (G)
(A) Begin Request for New User

Welcome to
EHS Assistant

Individual Training Record
Chemical Waste Pickup Request
New User Account
New Responsible Party Account
Manage My Account
(B) Enter Affiliate ID Number

Welcome to EHS Assistant

Please enter the affiliate ID # (10-digit number beginning with 10 or 12) of the worker for whom you are requesting access.

Affiliate ID #

Submit  Cancel

(1) Enter Worker’s Affiliation ID number

(2) Select when finished
(C1) Select Category that Applies

Welcome to EHS Assistant

Please enter the affiliate ID # (10-digit number beginning with 10 or 12) of the worker for whom you are requesting access.

Affiliate ID # 1000******

Submit  Cancel

Select Matthew Miraldi who works for ALLED: David Allee

None of these (below) Match, this is a New Worker
Select "This is a New Worker" after entering your ID number if no matching records are found.
(D) Enter Information Needed

Access Request Registration Form

- **Affiliate ID**: 1000*****
- **ASURite ID**: mmiraldi
- **First Name**: Matthew
- **Last Name**: Miraldi
- **Mail Code**: 6412
- **Work Phone**: 727-2001
- **Email Address**:
  - Matthew.Miraldi@asu.edu
  - Matthew.Miraldi@asu.edu
- **Confirm Email**:
  - Matthew.Miraldi@asu.edu
- **Department Code**: D1101
- **Department Name**: EHS

Please enter PI's you work for. Specify the Permit #. Specify your job function.

<table>
<thead>
<tr>
<th>PI Code</th>
<th>PI Name</th>
<th>Permit #</th>
<th>Job Code</th>
<th>Job Description</th>
</tr>
</thead>
</table>

(1) Most info will auto-populate if worker is in ASU HR system
(2) If new worker please complete information required & designated by

(2) Must select PI when finished above
(E) Select Affiliated PI or PIs

1. Select all PI’s with whom you are associated

2. Select “OK” when finished

<table>
<thead>
<tr>
<th>PI Code</th>
<th>PI Name</th>
<th>Permit #</th>
<th>Permit Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>HASKD</td>
<td>Haskett, Dorothy</td>
<td>C-HASKD</td>
<td>CHEM</td>
</tr>
<tr>
<td>HASTK</td>
<td>Hastings, Karen</td>
<td>C-HASTK</td>
<td>CHEM</td>
</tr>
</tbody>
</table>

1 items selected.
(F) Submit Information

Access Request Registration Form

- **Affiliate ID**: 1000******
- **ASURite ID**: mmiraldi
- **First Name**: Matthew
- **Middle Initial**: (blank)
- **Last Name**: Miraldi
- **Mail Code**: 6412
- **Work Phone**: 727-2001
- **Fax**: (blank)
- **Email Address**: Matthew.Miraldi@asu.edu
- **Confirm Email**: Matthew.Miraldi@asu.edu
- **Department Code**: D1101
- **Department Name**: EHS

Please enter PIs you work for. Specify the Permit #. Specify your job function.

<table>
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<th>Job Code</th>
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<tbody>
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<td></td>
<td>?</td>
<td>Haskett, Dorothy</td>
<td>C-HASKD</td>
<td>EHS</td>
<td>Environmental Health and S</td>
</tr>
</tbody>
</table>

(1) "PI" information auto populates

(2) Select to choose Job Code & Description

(3) Select when finished

Submit
Cancel
(G) Finished for Existing Worker

Access Request Registration Form

Affiliate ID#: 1000*****
ASURite ID: mmiraldi
First Name: Matthew
Middle Initial: 
Last Name: Miraldi
Mail Code: 6412
Work Phone: 727-2001
Email Address: Matthew.Miraldi@asu.edu
Confirm Email: Matthew.Miraldi@asu.edu
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Department Name: EHS

Please enter PI's you work for. Specify the Permit #. Specify your job function.

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Confirmation

You will be given access within 48 hours or upon confirmation.