

EHS Authorized Users Application

1. Login to the [application](#) using your SSO. You will see the application home page like the image below.


The screenshot shows the 'Authorized User List Update Tool' home page. At the top, there is a UMKC logo and a navigation bar with links like 'About UMKC', 'Academics', 'Admissions', etc. Below the navigation bar, the title 'Authorized User List Update Tool' is displayed. The main content area is titled 'Home Page' and contains a dropdown menu labeled 'Please Select PI User:' with the text '-- Select User --'. A yellow arrow points to this dropdown menu. At the bottom of the page, there is a footer with copyright information and a link to 'Need Help? Contact UMKC Information Services - Information Access'.

2. From the PI User drop-down list, select the PI in which you are confirming locations and authorized users for. The app will then take you to Lab Location verification page. You can see the PI you are logged in on behalf of in the top ribbon. At any point, hit the “Home” button to return to “Select PI User” page.



The screenshot shows the 'Step 1 - Lab Locations' page. At the top, there is a blue ribbon with the text 'Authorized User List Update Tool: Logged in on behalf of Roo, Kanga (Permit #: C-00133)'. A yellow arrow points to this text. To the right of the ribbon are 'Home' and 'Logout (kdehh3)' buttons. Below the ribbon, there are two buttons: 'Confirm Locations' (blue) and 'Report Change' (red). The main content area is titled 'Step 1 - Lab Locations' and contains instructions for reporting changes. It includes a 'Show 10 entries' dropdown and a table with two rows: 'CSB:9999' and 'GSB:015'. At the bottom, there is a 'Showing 1 to 2 of 2 entries' text and a pagination control with 'Previous', '1', and 'Next' buttons. A yellow arrow points to the 'Home' button in the top ribbon.

Lab Location Verification

3. If all the locations associated with the PI's chemical permit are accurate, click the blue "Confirm Locations" button.



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Authorized User List Update Tool: Logged in on behalf of Roo, Kanga (Permit #: C-00133) Home Logout (kdehh3)

Step 1 - Lab Locations

If the laboratory locations listed below accurately reflect the spaces assigned for your use, click the blue "Confirm Locations" button to the right.

If the laboratory locations listed below **do not** accurately reflect your spaces, click the red "Report Change" button.

Report a change in locations if:

- 1) you are using any laboratory space not listed below or
- 2) any of the locations below are not assigned for your use.

Show entries

Location
CSB:9999
GSB:015

Showing 1 to 2 of 2 entries Previous 1 Next

Confirm Locations Report Change

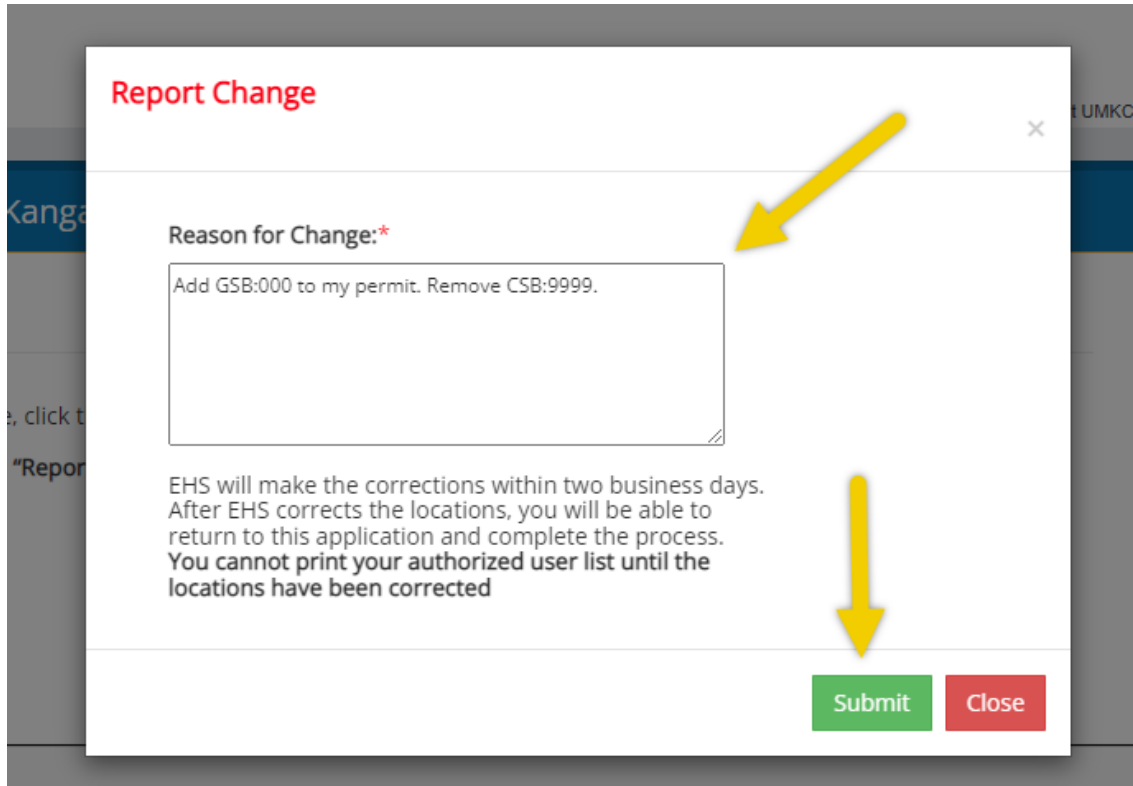
Search:

HOME | TEXT ONLY | DISABILITY SERVICES | CONTACT US

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4. If the locations associated to the permit are not accurate, select the red "Report Change" button. In the textbox that appears, list which rooms you would like to add or remove from your chemical permit then select "Submit". The application will return you to the home page. EHS will manually make the location changes in 1-2 business days, then you can return to this application to move on to **Worker Verification**.



Report Change ×

Reason for Change:*

Add GSB:000 to my permit. Remove CSB:9999.

EHS will make the corrections within two business days.
After EHS corrects the locations, you will be able to
return to this application and complete the process.
**You cannot print your authorized user list until the
locations have been corrected**

Submit **Close**

The image shows a 'Report Change' dialog box. A yellow arrow points from the top right towards the text input field. Another yellow arrow points from the bottom right towards the 'Submit' button.

Worker Verification

- To add or remove an authorized user of the registered lab locations, click the blue “Add Worker” button in the top right corner or red “Remove Worker” button in the row of the corresponding worker.

Authorized User List Update Tool: Logged in on behalf of Elmore, Dennis (Permit #: C-00279) [Home](#) [Logout \(kdehh3\)](#)

Step 2 - Workers

The individuals below are authorized to handle hazardous chemicals under your supervision.

To remove a worker from the list, click the **“Remove Worker”** button to the right of the worker's name.

To add a new worker, click the **“Add Worker”** button. You will then be able to search from a list of UMKC employees and students.

To change the authorized locations for a worker, click the **“Edit Locations”** button next to the worker's name.

If the worker list is correct, or when you have completed any changes, click the **“Confirm Workers”** button to create a PDF that lists the workers for each of your locations.

This file needs to be printed and posted in each of your assigned laboratory spaces.

Show entries Search:

Worker Name	Worker Location	Edit Worker Location(s)	Remove From Authorized User List
Elder, Kaitlyn	CSB:OFFICE	Edit Location(s)	Remove Worker
James, Randal	CSB:OFFICE	Edit Location(s)	Remove Worker

Showing 1 to 2 of 2 entries Previous Next

- To add a new worker, after clicking “Add Worker” button, type in the worker’s last or first name in the Search box and click “Search”.

Adding a New Worker

Please enter the new worker's name.

[Search](#)[Close](#)

- To select a worker, click “Add Worker” on the row of the desired worker. To further define the search, you can write more of the worker’s name in the search bar in the top right corner of the Add Worker page.

Add Worker

To add a new worker, click the **Add Worker** button. You will then be able to select the authorized locations to associate with that worker.

To cancel adding a worker from the list below, click the **Back** button to return to the Step – 2 Workers page.

Show entries

Search:

Back

Worker Name	Department	Worker ID	Add Worker
Smith, Jennifer	KDNTSURG	smithjennifer	<div>Add Worker</div>
Smith, Jennifer	KENVIRON	jnsy7d	<div>Add Worker</div>
Smith, Jessica	KINTCATH	jpsgn3	<div>Add Worker</div>
Smith, Jessica	UGRD	jlsf3f	<div>Add Worker</div>

Showing 1 to 4 of 4 entries (filtered from 194 total entries)

Previous Next

HOME | TEXT ONLY | DISABILITY SERVICES | CONTACT US

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- Select (or deselect) all the registered lab locations to which the new user will have access to. Click “Submit” when done.

Please Select the Worker Location(s) for Smith, Jennifer:

☒ CSB:9999

☐ CSB:OFFICE

☒ GSB:015

Submit

Close

9. To edit the lab locations of an existing worker, click “Edit Location(s)” in the row of the desired worker.

Step 2 - Workers

The individuals below are authorized to handle hazardous chemicals under your supervision.

To remove a worker from the list, click the “**Remove Worker**” button to the right of the worker’s name.

To add a new worker, click the “**Add Worker**” button. You will then be able to search from a list of UMKC employees and students.

To change the authorized locations for a worker, click the “**Edit Locations**” button next to the worker’s name.

If the worker list is correct, or when you have completed any changes, click the “**Confirm Workers**” button to create a PDF that lists the workers for each of your lab spaces.

This file needs to be printed and posted in each of your assigned laboratory spaces.

Show entries

Worker Name	Worker Location	Edit Worker Location(s)
Elder, Kaitlyn	CSB:OFFICE	<input checked="" type="checkbox"/> Edit Location(s)
James, Randal	CSB:OFFICE	<input checked="" type="checkbox"/> Edit Location(s)
Smith, Jennifer	CSB:9999, GSB:015	<input checked="" type="checkbox"/> Edit Location(s)

Showing 1 to 3 of 3 entries

10. Select (or deselect) all the lab locations to which the existing worker will have access to. Click “Submit” when done.

Please Select the Worker Location(s) for Elder, Kaitlyn:

- ☒ CSB:9999
- ☒ CSB:OFFICE
- ☐ GSB:015

11. When you are satisfied with the list of lab worker's and their authorized locations, click the "Confirm Workers" button in the top right corner.

Authorized User List Update Tool: Logged in on behalf of Elmore, Dennis (Permit #: C-00279)

[Home](#) [Logout \(kdehh3\)](#)

Step 2 - Workers

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To add a new worker, click the "Add Worker" button. You will then be able to search from a list of UMKC employees and students.

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This file needs to be printed and posted in each of your assigned laboratory spaces.

Show entries

Worker Name	Worker Location	Edit Worker Location(s)	Remove From Authorized User List
Elder, Kaitlyn	CSB:9999, CSB:OFFICE	<input checked="" type="checkbox"/> Edit Location(s)	<input type="button" value="Remove Worker"/>
James, Randal	CSB:OFFICE	<input checked="" type="checkbox"/> Edit Location(s)	<input type="button" value="Remove Worker"/>
Smith, Jennifer	CSB:9999, GSB:015	<input checked="" type="checkbox"/> Edit Location(s)	<input type="button" value="Remove Worker"/>

Showing 1 to 3 of 3 entries

Confirm Workers

Add Worker

Search:

Previous

1

Next

12. The authorized users list will automatically download in PDF form for you to print and post in each laboratory. Each registered laboratory and its workers are listed on each individual page. See the example below to see where the lab room number is located.

UMKC Authorized Users List

Hazardous Materials Supervisors shall prominently display a list of persons authorized to use hazardous chemicals in their laboratories. The Authorized Users List shall be updated any time there is a change in personnel. Hazardous Materials Supervisors and their delegates shall use the Authorized Users List Tool provided by Environmental Health and Safety to update their lists.

Hazardous Materials Supervisor:

Elmore, Dennis

Permit Number:

C-00279

Laboratory Location:

CSB:9999

Last Updated:

December 02, 2021

Authorized Users

1. Elder, Kaitlyn

2. Smith, Jennifer

UMKC Environmental Health and Safety
(816) 235-5421

Scan to Connect to EHS Web Site