THE UNIVERSITY OF UTAH

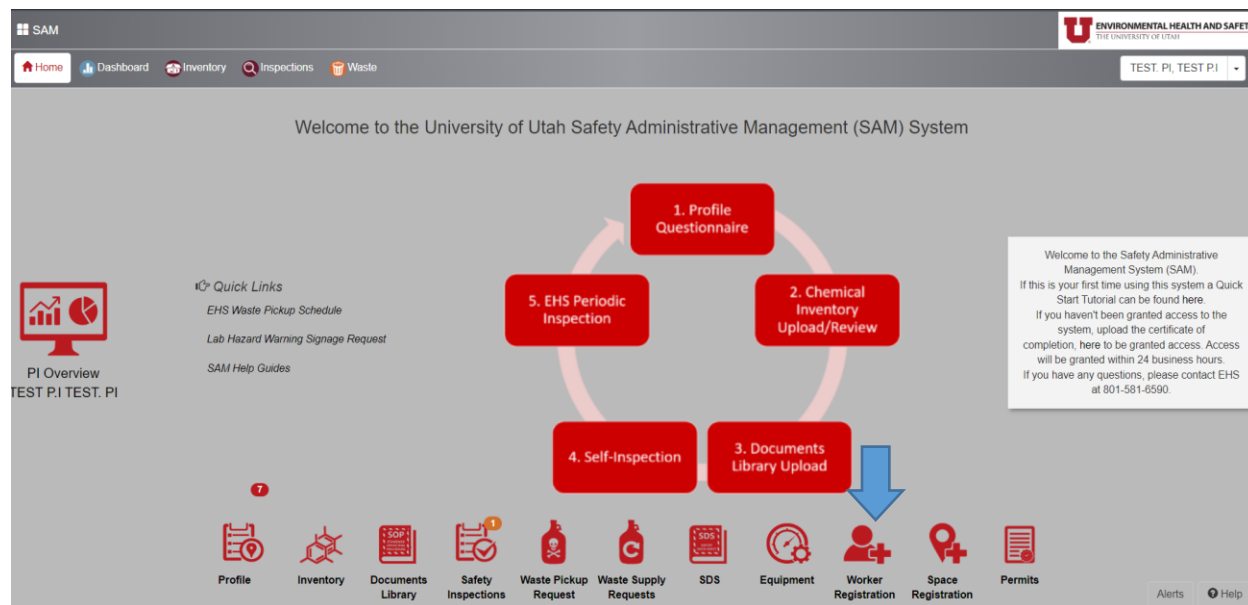**Adding or Removing Workers from SAM**

Adding Workers to the SAM system

1) On the Home Page click **Worker Registration**

2) On the Worker Registration screen click on **Add New Worker**

3) Enter all of the required information for that worker.

Note: If you have the worker UNID you can enter it in and click the **Find Worker** button to autofill some of the information.

The Security Group section is required. From the drop down you will need to pick a permission set for the worker that you are adding into the system. The default permission is Worker Read-Only. Full access is generally for those individuals that you would like to manage/input your safety information and documents into the system. The Waste Limited permission allows access to the chemical inventory and waste pickup requests but maintains read only permissions for all other items.

*UNID (Type in UNID beginning with "U" and click on "Find Worker Info" button)   [u]   [Find Worker Information]

*UNID# (same as above)   [u]

*First Name   [ ]

*Last Name   [Type to Search]

Office Phone #   [ ]   Lab Phone #   [ ]

Cell Phone #   [ ]   Fax Phone #   [ ]

Address   [ ]

*Email   [ ]

*College   [▼]

*Department   [▼]

*Worker Type   [▼]

Position   [▼]

*Security Group   [▼]

Worker Link

*PI   [▼]

Permit Number   [▼]

For a detailed description of the permissions available to assign a new worker please click on the Security Group dropdown.

Position   [▼]

*Security Group   [▼]

Code	Name	Description
5	Waste Limited	This permission allows full access to Waste Supply Requests, Waste Pickup Requests, SDS Search Function and the Chemical Inventory. The Documents library and inspections/corrective actions are read-only.
6	Full Access	This permission allows and individual full access to a PI's Chemical Inventory, Waste Pickup requests, Waste Supply Requests, Lab Profile, Documents Library, Inspections, Worker Registration, Lab Registration and SDS Search Function

Worker Link

*PI

Permit Number

Worker Function

4) On the bottom of the screen make sure that the PI (or Manager/Supervisor for Facilities) is correct on the PI drop-down box. The permit drop-down will indicate the permits associated with the PI or Manager/Supervisor. Permits are as follows: C-for Chemical, B-for Biosafety and F–for Facilities.
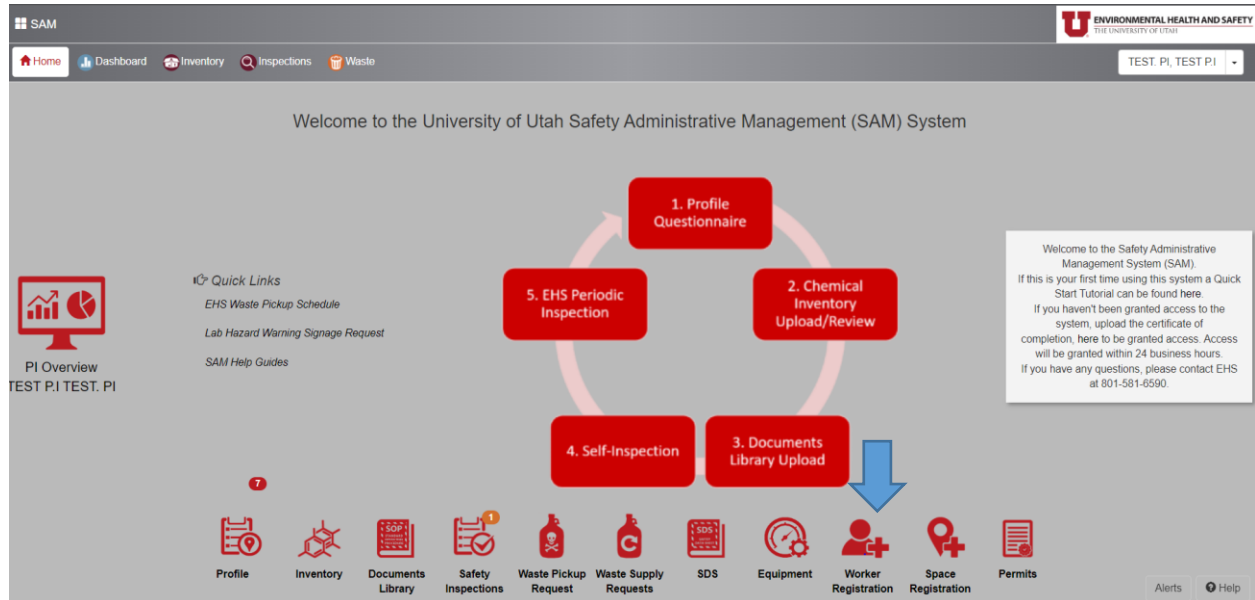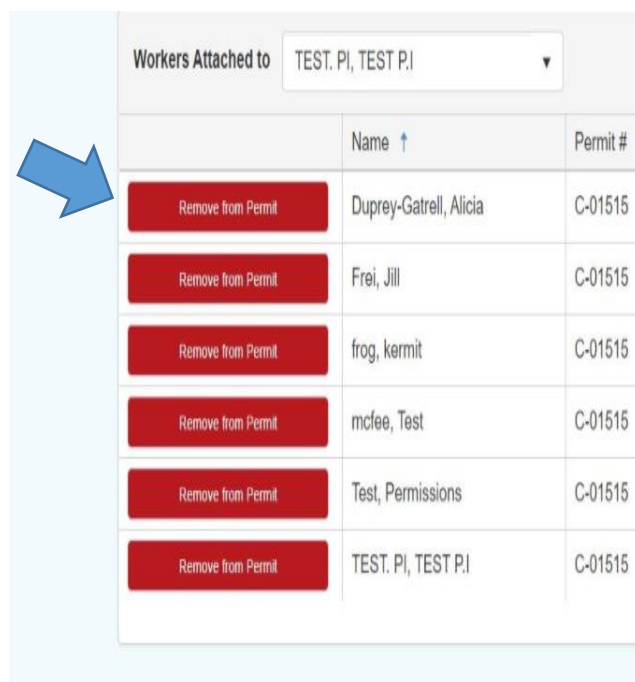

5) Click on the **Save** Button when you are finished.

Removing Workers from the SAM system

If a worker is no longer employed by your organization then you can remove them from the permit.

1) On the Home Page click **Worker Registration**

2) On the Worker Registration screen click on **Remove from Permit** next to the worker's name you want to remove from the permit.

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3) A window will pop up. Click on **Remove Worker** to confirm that you want to remove them permanently from the permit.

4) Another window will pop up confirming the worker's removal. Click on **OK** to exit the window.

5) Repeat steps 1 through 4 for any additional workers that need to be removed from the permit.