PURPOSE
The Laboratory Setup Instructions contain step-by-step instructions on how to set up and maintain laboratory personnel access and After-Hours contact information in Chematix. This pragmatic and visual guide is meant to lead Users through Chematix, starting with logging into the University of Calgary myUofC access portal.

Note: If you are new Principal Investigator (PI) to the University of Calgary and are being assigned a laboratory or workshop but do not already have a laboratory or workshop or other Chematix Assignment, you must contact EHS (ucsafty@ucalgary.ca) before proceeding with these instructions.

SCOPE
The Laboratory Setup Instructions apply to all persons that have been assigned a role to a laboratory or workshop or other Chematix Assignment. These instructions address the functions listed below.

TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Instructions</th>
<th>Roles in Chematix</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logging into Chematix</td>
<td>User, Lab Supervisor or PI</td>
</tr>
<tr>
<td>Changing User Roles &amp; Removing Personnel in Your Laboratory</td>
<td>Lab Supervisor or PI</td>
</tr>
<tr>
<td>Adding Personnel to Your Laboratory</td>
<td>Lab Supervisor or PI</td>
</tr>
<tr>
<td>Updating After-Hours Contact Information</td>
<td>Lab Supervisor or PI</td>
</tr>
</tbody>
</table>
Logging into Chematix

Log into your My UofC account from the University main webpage:

1. Select the **Around Campus** tab to view the drop down menu.

2. Select **Chematix** in the **Stay safe** column.

3. Select the **Click here to continue** to enter Chematix.

Note: Be patient here, it can be slow but multiple clicks can cause other problems, including forcing you to re-sign into myUofC.
**Changing User roles & Removing Personnel in Your Laboratory**

1. Select the **Resources** tab.

   ![CHEMATIX Interface](image)

   **Welcome to Chematix**

2. Select “**View My Locations**” link.

   ![Resource Management](image)

   **Comprehensive User Profile**
   - Edit My Personal Information
   - My Contact Information

   **Manage Locations**
   - View My Locations
   - Review Inspection Records and follow-ups (new)
   - Maintain My Inspection Follow-ups

   **Your labs will be listed here.**

3. Select the lab link you wish to modify.

   ![View Lab Locations](image)

   **My Lab as a PI**
   - Laboratory
     - HSC 8243/Instrumentation EHS HSC 8243
     - HSC 8707/Instrumentation EHS HSC 8707
     - HSC 8902B/EHS HSC 8902B
     - SA 239/EHS Training Lab SA 239

   **This is an example of how your laboratory personnel might look.**

4. Select the **Manage Personnel** button.

   ![Lab Personnel](image)

   **Lab Personnel**
   - **Lab PI**
     - Patrick O. Harder
   - **Lab Super**
     - Nicholas G. Lachowicz
   - **Lab User**
     - Megan McDonald
   - **Name**
     - Sean McKinney
   - **Donald G. Walker**

---

The electronic version is the official version
In this section, you can manage who is the designated lab supervisor and who is a user.

5. Use this column to assign Lab Supervisor role (Available to PI access level only)

6. Use the Lab User column to remove a Lab User from your laboratory by unchecking the tick box.

7. Select the Submit button.

8. A confirmation message will be displayed in a green box at top of the page.
### Adding Personnel to Your Laboratory

1. Select the **Resources** tab.

   ![Chematix Interface](image)

   **Welcome to Chematix**

2. Select “**View My Locations**” link.

   ![Resource Management](image)

   **Comprehensive User Profile**
   - Edit My Personal Information
   - My Contact Information

   **Manage Locations**
   - View My Locations
   - Review Inspection Records and follow-ups (new)
   - Maintain My Inspection Follow-ups

   ![View Lab Locations](image)

   **My Lab as a PI**
<table>
<thead>
<tr>
<th>Laboratory</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSC/B243/Instrumentation RMS HSC B243</td>
<td></td>
</tr>
<tr>
<td>HSC/B707/instrumentation RMS HSC B707</td>
<td></td>
</tr>
<tr>
<td>HSC/B9028/PHS HSC B9028</td>
<td></td>
</tr>
<tr>
<td>S-0305/PHS Training Lab S 230</td>
<td></td>
</tr>
</tbody>
</table>

   ![Lab Personnel](image)

   **Lab Personnel**
   - Patrick O Harder
   - Nicholas G Lechowicz
   - Megan McDonald
   - Dean McKinney
   - Donald O Walker

   ![Manage Personnel](image)

   **Manage Personnel**

---

Your labs will be listed here.

3. Click the link of the lab you wish to modify.

   ![Lab Personnel](image)

   **Lab Personnel**
   - Patrick O Harder
   - Nicholas G Lechowicz
   - Megan McDonald
   - Dean McKinney
   - Donald O Walker

   ![Manage Personnel](image)

   **Manage Personnel**

The Lab Personnel for your lab will be displayed. Here is an example of how your laboratory might look.

4. Select the **Manage Personnel** button.

---

The electronic version is the official version
Select the **Search for Personnel to Assign** button to find a new laboratory user.

The Search Person page will appear.

Use one or more of the following search fields to find a user to add.

When complete, select the **Search** button.

Select the appropriate name from the drop-down list below the search.

Click the radio button in front of the individual’s name.

Select the **Select User** button.
A message ‘The lab user has been added successfully’ will be displayed at the top of the page.

Scroll to the bottom of the page.

The User should be shown as a Lab User by default.

At this point, you can change the role of the newly added Lab User.

Select Submit button.

A confirmation message will be presented at the top of the page.
After-Hours contact information is for emergency response purposes. This information is only viewable by Lab Users, Campus Security and Environmental Health and Safety.

### Updating After-Hours Contact Information

1. Select the **Resources** tab.

![Chematix Resource Management](image)

2. Select “**View My Locations**” link.

3. Select the laboratory you wish to edit.

![Chematix Lab Locations](image)
To edit the After-Hours Contacts:

4. Scroll to the bottom of the Laboratory Summary Page, Select After-Hours Contacts button.

**Note:** Ensure this is a phone number the contact can be reached at after hours such as a cell phone or home number.

5. Type in the primary contact’s name and their phone number(s). You should also add an alternate contact name and their phone number(s).

6. Select Submit button.

7. A confirmation message will be displayed in red at the top of the page.