

SciShield- Adding a New Lab Member Tutorial.

The screenshot shows the SciShield login page with several annotations. An orange arrow points to the "Log in with your UTEP NetID and Password" link. Another orange arrow points to the "Please enter your UTEP NetID and Password to log in." text. A large orange-bordered box on the right contains the following text:

STEP 1: Go to
<http://utep.Scishield.com/>
Click on any of the links to login

The page content includes the UTEP logo, the title "Welcome to SciShield - The Research Management Platform", and a disclaimer: "Access to this system is strictly limited to users associated with the University of Texas at El Paso. All access is monitored and logged." The footer contains the SciShield logo and copyright information: "SciShield © v3.10.182.2 (Burton Richter), All Rights Reserved Contact Us | Mobile version".



UTEP Single Sign On

The username format is "user" from your email address "user@domain.edu".
Please do not enter your entire email address for the username.

Please login

User Name	Password
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[Forgot password?](#)

Login

Unauthorized use of this system is prohibited. Usage may be subject to security testing and monitoring. Misuse is subject to criminal prosecution; and no expectation of privacy except as otherwise provided by applicable privacy laws. Use of this site is subject to UTEP's policies. Any use of this site not covered by UTEP policy is prohibited.

STEP 2: Use your UTEP username and password to login to your account.

Welcome to SciShield | SciShield

https://utep.scishield.com/frontpage_panel

STEP 3: On the left menu click the name of your lab "(NAME) LAB" then MANAGE MEMBERS

Welcome to SciShield

Your training in the following course is overdue: Lab Safety for Biological Use [Launch Course](#)

Your training in the following course is overdue: Biosafety and Bloodborne Pathogens [Sign up](#)

Announcements

09/13/2023: BioRAFT will be down on Monday 0...
The platform BioRAFT will be down for a few hours on Monday, September 18th at 7:00 a.m. to swit... [\[more\]](#)

[View All Announcements](#)

Messages

10/11/2023	Your invitation at SciShield has...
10/11/2023	Your account at https://utep.sci...
10/11/2023	Your account at https://utep.sci...
10/11/2023	Action Required: Please Certify ...

[View Entire Inbox](#)

ObservNow

See a safety concern?
Click to report it.

Required Training

Status	Course Name	Renewal Date
	Lab Safety for Biological Use	Overdue!
	Biosafety and Bloodborne Pathogens	07/06/2021

Compliance Summary for Franco Lab

Training:

- + Franco Lab
- + Research Tools
- + Training
- + My Account

Franco Lab Members

Last Confirmed: 05/06/2021

Name	Email	Designation	
Franco, Temp - Anai	anaifranco2@gmail.com	Principal Investigator	Edit
Arriaga, Temp Berenice	bobberesponge@gmail.com	Post Doctorate Fellow	Edit Remove

[Confirm List](#)

[Definitions and Policies](#)

Add a member

Name:

 Franco, Anai M - amfranco2@utep.edu
 (temporary account) Temp - Anai Franco
 Select

Optional Access in BioRAFT

- Edit Basic Group Information
- Group Compliance Liaison

Job Activities

- Biological
- Animals
- Chemical
- Radiological
- Physical
- Facilities

General

- Ships Biological/Infectious Materials
- Works with Biological Materials
- Works with Biosafety Level 2 Materials
- Works with Biosafety Level 2+ Materials
- Works with Biosafety Level 3 Materials
- Works with Bloodborne Pathogens or Human Source Materials
- Works with Recombinant and/or Synthetic Nucleic Acids
- Works with Select Agent Organisms
- Works with Viral Vectors which May Infect Humans

[More options](#)

Configure Defaults

STEP 4: On the name search bar type Last Name, First Name and select the correct one from the options below.



- + Franco Lab
- + Research Tools
- + Training
- + My Account

Franco Lab Members

Last Confirmed: 05/06/2021

Name	Email	Designation	
Franco_Temp - Anai	anaifranco2@gmail.com	Principal Investigator	Edit
Arriaga_Temp Berenice	bobberesponge@gmail.com	Post Doctorate Fellow	Edit Remove

Confirm List

[Definitions and Policies](#)

Add a member

Name:

Franco, Anai

Designation:

- Select
- Select
- Co-Investigator
- Research Assistant
- Research Assistant Professor
- Research Fellow
- Post Doctorate Fellow
- Senior Research Associate
- Research Associate
- Visiting Researcher
- Instructor
- Lab Manager
- Lab Coordinator
- Staff Scientist
- Assistant Scientist
- Technician
- Graduate Student
- Undergraduate Student
- Summer Intern/Student
- Lab Office Staff
- Unknown

Chemical Radiological Physical Facilities

- Works with Bloodborne Pathogens or Human Source Materials
- Works with Recombinant and/or Synthetic Nucleic Acids
- Works with Select Agent Organisms
- Works with Viral Vectors which May Infect Humans

More options

[Configure Defaults](#)

Lookup / Add

Adding group members requires a secure directory lookup against personnel databases and may take over 30 seconds to process. **Please only click Add Once.** Thank you for your patience.

STEP 5: Click on the DESIGNATION arrow and select the desire tittle for the new member. Then click the LOOKUP/ADD button.



- + Franco Lab
- + Research Tools
- + Training
- + My Account



Once the list is confirmed, the date will change. **This list needs to be confirmed every semester.**

Franco Lab Members

Name	Email	Designation	
Franco, Temp - Anai	anaifranco2@gmail.com	Principal Investigator	Edit
Arriaga, Temp Berenice	bobberesponse@gmail.com	Post Doctorate Fellow	Edit Remove

[Confirm List](#)

[Definitions and Policies](#)

STEP 6: Click the CONFIRM LIST button to update the date.

Add a member

Name:

Designation:

Optional Access in BioRAFT

Edit Basic Group Information

Group Compliance Liaison

Job Activities

[Biological](#) | [Animals](#) | [Chemical](#) | [Radiological](#) | [Physical](#) | [Facilities](#)

[General](#)

Ships Biological/Infectious Materials

Works with Biological Materials

Works with Biosafety Level 2 Materials

Works with Biosafety Level 2+ Materials

Works with Biosafety Level 3 Materials

Works with Bloodborne Pathogens or Human Source Materials

Works with Recombinant and/or Synthetic Nucleic Acids

Works with Select Agent Organisms

Works with Viral Vectors which May Infect Humans

[More options](#)

[Configure Defaults](#)