

# SciShield- Tutorial to Add a Chemical Inventory.

The screenshot shows the SciShield login page in a web browser. The browser address bar shows <https://utep.scishield.com>. The page features the UTEP logo in the top left and a 'Welcome to SciShield! Support' message in the top right. The main heading is 'Welcome to SciShield - The Research Management Platform'. Below this, there is a login instruction: 'Please enter your UTEP NetID and Password to log in.' To the left of this instruction is a link: 'Log in with your UTEP NetID and Password'. Below this link is a smaller link: '(Click here for other access methods)'. At the bottom of the page, there is a SciShield logo and copyright information: 'SciShield © v3.10.182.2 (Burton Richter), All Rights Reserved' with links for 'Contact Us' and 'Mobile version'. The Windows taskbar at the bottom shows the date as 10/5/2023 and the time as 4:04 PM.

**Log in with your UTEP NetID and Password**  
(Click here for other access methods)

**Welcome to SciShield - The Research Management Platform**

Please enter your UTEP NetID and Password to log in.

Access to this system is strictly limited to users associated with the University of Texas at El Paso. All access is monitored and logged.

**STEP 1: Go to**  
<https://utep.scishield.com/>  
Click on any of the links to login

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## 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.

https://utep.scishield.com/frontpage\_panel

Welcome, Temp - Anal Franco  
Home | Support | Logout

**U/TEP**

— Franco Lab

- » View Lab Profile
- » Compliance Dashboard
- » Manage Members
- » Send Lab Message
- » View Lab Spaces
- » Manage Lab Forms
- + Research Tools
- + Training
- + My Account

### 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](#)

#### Required Training

Status	Course Name	Renewal Date
⚠️	<a href="#">Lab Safety for Biological Use</a>	Overdue!
⚠️	<a href="#">Biosafety and Bloodborne Pathogens</a>	07/06/2021

[Training History](#) [Course Directory](#)

#### ObservNow

See a safety concern?  
Click to report it.

#### Compliance Summary for Franco Lab

Training: ⚠️

[View Dashboard](#)

#### Need Support?

Click to view our knowledge base.

STEP 4: On the top menus click on DOCUMENTS.

The screenshot shows the SciShield web application interface for Franco Lab. The browser address bar displays <https://utep.scishield.com/node/1893324>. The page header includes the SciShield logo, the text "Franco Lab | SciShield", and a welcome message: "Welcome, Temp - Anal Franco" with links for "Home", "Support", and "Logout".

The main navigation menu at the top includes "View", "Edit", "Dashboard", "Members", and "Training". Below this, a secondary menu shows "View", "Spaces", "Documents", and "Forms". The "Documents" menu item is highlighted with an orange circle, and an orange arrow points to it from the right.

On the left side, a sidebar menu is visible with the following items: "Franco Lab", "Research Tools", "Training", and "My Account". This sidebar menu is highlighted with an orange box.

The main content area displays the "Franco Lab" profile, which includes the following information:

- Contact Info:**
  - Principal Investigator: [Temp - Anal Franco](#)
  - Department: Psychology
  - Building: Biology
  - Room Number: B315
  - Mail Code:
  - Phone 1: 915-747-8124
  - Phone 2: 915-873-1194
  - Fax: 915-747-8126
  - Group Website: <http://www.ehs.utep.edu>
- Compliance Summary:**
  - Training:
  - [View Dashboard](#)
- Research Focus:**

Our lab focuses on safety promotion by providing training, doing evaluations, testing equipment, shipping infectious materials etc...

  - Lab Categories: No Categories
  - Major Hazard Categories: No Hazards
  - Hazards Last Certified by PI: 10/16/2023 [Edit Hazards](#)
- Lab Status: Active
- Emergency Shutdown Status: Not Indicated

At the bottom of the page, the SciShield logo is on the left, and the footer text reads: "SciShield © v3.10.183.0 (Samuel C. C. Ting), All Rights Reserved".

https://utep.scishield.com/node/1893324/view/documents

Welcome, Temp - Anai Franco  
Home | Support | Logout

View Edit Dashboard Members Training

View Spaces Documents Forms

### Franco Lab Document Library

Document Type  Filename/Description Contains

Displaying 1 - 3 of 3 results

File Name ↑	File Type ↓	Description ↑	Date Uploaded ↓	Submitted By ↓	
<a href="#">1-7-20_SHC_TB_repo_.pdf</a>	Report	TB SHC report	4/4/2022	Quiroz, Tania G.	<a href="#">Edit</a>
<a href="#">3-10-22 - Berenice...pdf</a>	Report	3/10/22 - EH&S-Fit Test-N95-Franco, Anai	3/23/2022	Lozano, Raymundo	<a href="#">Edit</a>
<a href="#">3-10-22 - Berenice...pdf</a>	Report	3/10/22 - EH&S - Fit Test - Full-Face - Franco, Anai	3/23/2022	Lozano, Raymundo	<a href="#">Edit</a>

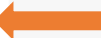
[Add Document](#)

These files are uploaded materials.  
For accessibility concerns, please contact [EHS](#)

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STEP 5: Click the "Add Document" link



Submit Document

https://utep.scishield.com/node/1893324/view/documents/add?rog-type=node&rog-id=1893324&destination=%2Fnode%2F1893324%2Fview...

Welcome, Temp - Anal Franco  
Home | Support | Logout

View Edit Dashboard Members Training

View Spaces Documents Forms

Submit Document

Document Details

File Type:\*

- Please choose --
- Agreement/Contract
- Asbestos Report
- Continuity/Resiliency Plan
- Diagram/Map
- General
- MSDS
- Manual/Documentation
- Memo/Letter
- Permit
- Photograph
- Policy/Procedure
- Registration
- Report
- Standard Operating Procedure
- Violation Notice

No file chosen

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**STEP 6: Click on the FILE TYPE drop arrow and select GENERAL.**

The screenshot shows the 'Submit Document' page on the SciShield website. The page has a dark blue header with the UTEP logo and user information for 'Temp - Anal Franco'. Below the header is a navigation menu with 'View', 'Edit', 'Dashboard', 'Members', and 'Training'. The main content area is titled 'Submit Document' and includes a 'Document Details' section with a 'File Type' dropdown set to 'General' and a 'Description' text box. Below this is a 'Files to attach' section with an 'Attach new file:' button and a 'Choose File' button. At the bottom of the form are 'Submit' and 'Cancel' buttons. Three orange callout boxes with arrows point to these key elements: 'STEP 7: Click on CHOOSE FILE and attach your chemical inventory document.' points to the 'Choose File' button; 'STEP 6: In the Description write In the description box, type "NAME'S CHEMICAL INVENTORY"' points to the 'Description' text box; and 'STEP 8: Click SUBMIT.' points to the 'Submit' button. The footer contains the SciShield logo and copyright information.

Submit Document

View | Edit | Dashboard | Members | Training

View | Spaces | Documents | Forms

Submit Document

Document Details

File Type: \*  
General

Description:  
Please enter a description for this document, up to 255 characters.

Files to attach

Attach new file: \*  
Choose File | No file chosen | No file chosen

Supported file extensions: .jpg, .jpeg, .gif, .png, .txt, .doc, .docx, .xls, .xlsx, .csv, .pdf, .ppt, .pptx, .odt, .ods, .odp  
Max file size: 20MB

If a new file is uploaded, the existing file will be replaced when you submit this form.

Submit | Cancel

These files are uploaded materials.  
For accessibility concerns, please contact [EHS](#)

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STEP 7: Click on CHOOSE FILE and attach your chemical inventory document.

STEP 6: In the Description write In the description box, type "NAME'S CHEMICAL INVENTORY"

STEP 8: Click SUBMIT.