Platform Navigation Guide

Group Leaders

Logging In

1. Go to uno.scishield.com
2. Enter your UNO login credentials.
3. On the left-hand of the screen, expand the menu with your group's name
4. Click on your group's "View Profile" link.

Setup Wizard

1. When first logging in, click the "General Setup Wizard" link on the SciShield homepage.
2. To delegate this process to a trusted member of your group, click the "Delegate Now" link.
3. Proceed through the wizard to enter your group's contact information, research information, and hazards.
4. Use the "Name" lookup tool to add members to your group, then assign individual job activities.
5. To visit previous steps in the wizard, click the links in the left-hand menu.

NOTE: This information may be edited or updated at any time and updates may be required by your Health and Safety Team on a periodic basis.

Updating Group Members

1. In the left-hand group menu, click "Manage Members".
2. Using the "Add a member" section, type in a member's name using the "Name" field. SciShield will lookup the name against your organization's directory services.
3. Select the appropriate designation; use the "Optional Access" section to assign additional permissions.
4. Assign any relevant job activities.
5. Click "Lookup/Add" at the bottom of the screen.
6. If applicable, click the "Confirm List" button to update the date the members list was last approved.

If any issues occur when following the steps, please contact one of the following for assitance.

SciShield Contact Info

EMAIL: **Support@scishield.com**

PHONE: **1-800-939-7238 x82**

UNO Lab Safety Contact Info

EMAIL: **labsafety@uno.edu**

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Uploading Documents to Group Library

1. In the left-hand group menu, click "View Profile".

2. Click the "Documents" link in the sub-menu near the top of the screen.

3. From this page, view, edit, or remove documents that are accessible for your group.

4. To upload a new document, use the "Attach a New Document" link.

5. Select the applicable file type and classifications; click the "Choose File" button to select the document for upload.

6. To easily find relevant documents, use the "File Type" or "Classification" drop-downs.

Sending Group Messages

1. From the left-hand group menu, select "Send Message".

2. Select or de-select the recipients from the full list of group members.

3. Add a subject line and enter the body of the message.

4. Expand the "Advanced Options" section to CC or BCC other individuals from your organization, or to add attachments to the message.

5. Click the "Submit" bottom to send the message.

Updating Group Hazards

1. From the left-hand group menu, click "View Profile".

2. In the "Research Focus" section, click the "Edit Hazards" link.

3. Select or de-select the applicable hazards based on your group's research. Hover over the help bubble for additional details about each hazard.

NOTE: Your organization may require periodic updates of your group hazards list.

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Viewing Compliance Dashboard

1. From the left-hand group menu, click "Compliance Dashboard".

2. Use the dashboard to view member and hazard information for your group.

3. If applicable, you will see training compliance, inspection history, and equipment information for your group.

Changing Job Activity

Set a job activity template in order to assign or require job activities by default to members of your group.

1. From your group's "Members" tab, click the "Configure Defaults" link towards the bottom right.

2. Click into each tab to adjust each job activity's default state (available, default, required, hidden).

3. Hover over the help bubble icons next to each state to learn more.

4. To apply changes, select whether the new selections should apply to new members only or to all new and existing members of your group.

5. Click the "Save" button to finalize.

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