Quick Reference Guide: Adding a Safety Designate in NSIS

Note: You must be a Principal Investigator or Safety Designate to add/change the Safety Designate.

1) In the horizontal menu bar, click on “Edit.” In the dropdown menu, select “Safety Designate.”

2) Next to “Would you like to assign a Safety Designate?,” the default will be Yes. Enter the NetID of the person you wish to assign Safety Designate. If the NetID is valid, the name and e-mail fields will auto-populate.
3) Upon clicking “Next Screen,” you will see a confirmation page. Both you and the Safety Designate will also receive a confirmation e-mail from NSIS.

4) When changing the Safety Designate, be aware that unless the current Safety Designate is also a Lab Worker or PI, they will no longer be able to log into NSIS. Otherwise, you can use the same procedure to change the Safety Designate.