

## FACULTY

Log in

### **To add users to the database:**

Click on “Faculty”

Highlight “users”

Enter user name and password

Assign user privilege level (staff, grad. or supervisor)

Click “Add”

You will be taken to the user profile page.

Enter the user’s name. The remaining fields may be left blank to be filled in by the user when they log in and change their password.

### **To add users to your group:**

Select Faculty groups

Go to “Other User”

Scroll down and highlight the user you want to add to your group.

Hit “Add User.”

Users name should appear in “Current User” list.

All users in your list will have you listed on their user profile page as their advisor.

All users in your list will have privileges to view all chemicals in your group members’ inventories, both private and public.