



On Adding Members on SciShield

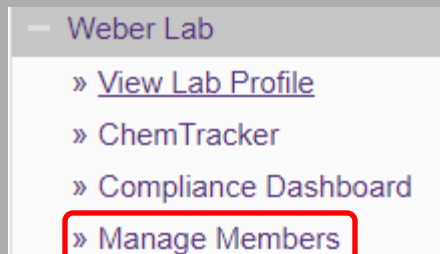
SciShield Members feature allows a Group Manager or Principal Investigator to add group/lab members to a group or lab. This is an important list to review and keep up to date as all lab and group safety training (**except** for CITI and IACUC training) are based in SciShield and assigned depending on Job Activities.

How to Add Group/Lab Members Step-By-Step

Step 1: Member List

- Log into SciShield with your Clemson credentials.
- On the left-hand side, you will see the name of the lab/group you are a part of in SciShield. Click the name of the space, select “Manage Members.”

*Here you will see a list of group/lab members that have been added since the last confirmation of lab members.



Step 2: Add a Member

- Type in a name, like “John”, if you pause a list of possible options will appear as a scrollable list.

*If you know the person’s Clemson username your search will find less options faster.

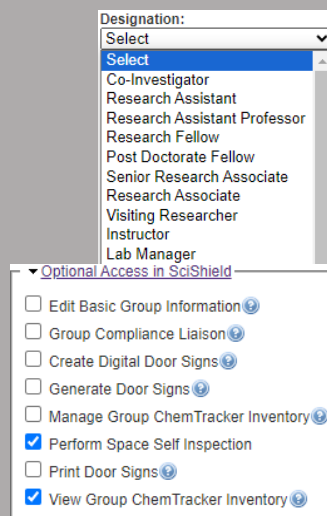
- Then select designation.

- For a group, the person can either be a “group manager” or a “group member”
- For a lab, the person can be “Co-Investigator, Graduate Student, Visiting Researcher, etc”

*This is how the person will be identified in the group/lab.

- Assign Optional Access in SciShield.

*These options allow the user to perform different duties on SciShield. Such as, creating a door sign for your space (they would need access to “Create Digital Door Signs”, “Generate Door Signs”, “Print Door Signs”) or to add chemicals to an inventory (they would need access to “Manage Group ChemTracker Inventory”).



- Assign Job Activities.

*If Default Job Activities have been assigned for the lab/group, you will only need to confirm that they were assigned correctly. For more information please follow the steps outlined in [Default Configurations on SciShield Fact Sheet](#).

- Review More options.

*Radiological Options are presented below the Job Activities assign as necessary.

- Select “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.

Please contact [OES](#) at (864)656-0341 for any questions pertaining to Adding Members.