



The Facts

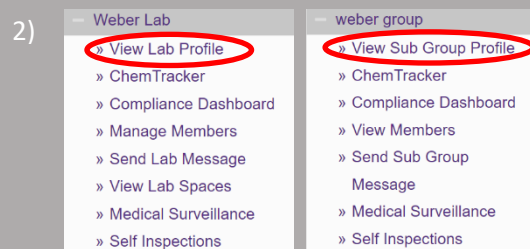
On Default Configurations on SciShield

Configuring defaults for your lab/group members allows you to set up all the job activities for every member at one time. If you configure the defaults before adding members, SciShield will automatically assign those activities to each member without having to add them individually. If you change defaults you can apply to all existing members. It is not recommended to select "Required" because you will be unable to adjust individual members job activities.

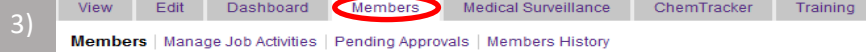
How to Configure Defaults Step-By-Step

1. Log into SciShield with your Clemson credentials.

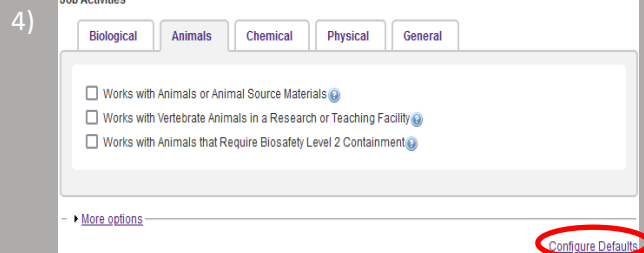
2. On the left-hand side, you will see the name of the lab/Sub Group you are assigned to. Click the name of the lab/Sub Group and then click "View Lab/Sub Group Profile."



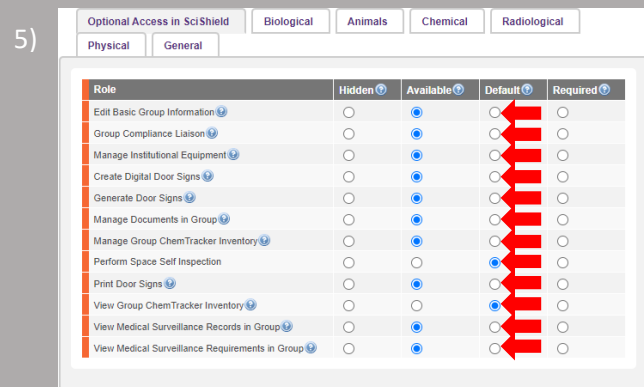
3. Click the "Members" tab.



4. Scroll to the bottom and click "Configure Defaults" on the bottom right of Job Activities.

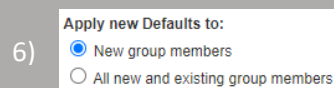


5. Browse through the different tabs (Optional Access in SciShield, Biological, Animals, Chemical, Physical, Electrical, Facilities, and General) and set the appropriate default (Hidden, Available, Default, Required).

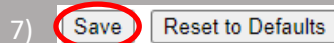


***Lab members will only see the Available/Default/Required Job activities.**

6. Under "Apply new Defaults to:" select whether to apply to "New group members" or "All new and existing group members".



7. Click "Save".



Occupational and Environmental ([OES](#)) is here, for more information please see SciShield Quick Start Guides ([Login Required](#)).

Or

Email us at SciShieldOEShelp@clemson.edu

Call use at 864-656-0341