



Environmental, Health & Safety
New Mexico State University
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EHS Assist – Chemical Inventory Guide

Add a New Authorized User to Chemical Permit

1. Log into EHS Assist with My NMSU Log In Information
2. **Select your name** to access your Chemical Permit.
3. Select **Permit Worker Registration**.
4. Select **Add New Worker**.
5. Fill in the **Access Request Registration Form** with applicable information
6. In Training Section, select **Add** and enter all completed training with class date (minimum is Employee Safety, Hazard Communication and if working in a lab, Lab Standard)
7. Complete When finished, select **Submit**
8. EHS receives the request and checks to ensure the permit is current and the new user has had the minimum training.
9. EHS will then add them to the chemical permit and add the links to allow log-in via their email name and password.
10. EHS will notify the requestor that new authorized user has been added.

Please Contact EH&S for any additional assistance at (575) 646-3327 or ehs@nmsu.edu