

Environmental Health & Safety

Laboratory Safety Unit

Adding or Removing Lab Users

Reminder: Do NOT use your browser back button. Instead use the navigation buttons in CHEMATIX. If you accidentally use your browser back button, you'll be kicked out of CHEMATIX and you'll have to start over by logging in again. Other CHEMATIX Tips and Tricks such as NEVER DOUBLE CLICK can be found on the [CHEMATIX Tips and Trick page](#).

Only the Principal Investigator and the Lab Supervisor (AS DESIGNATED IN CHEMATIX) can add and remove people from the lab.

1. Select the Inventory tab at the top of the CHEMATIX homepage
2. Under the "Manage Lab Inventory" section select "Edit Lab Users/Storage Units"
3. Choose the appropriate lab from the column on the left
4. In the middle of the page, under Lab Personnel, click on "Manage Personnel"
 - a. **To remove a user:** Click the Lab User toggle box next to the user's name so it is unchecked. Click "Submit" to finalize modifications
 - i. *NOTE: If the user being removed was the PI or Supervisor, a different user must be designated as such using the radio buttons. The same user may be assigned as both the PI and Supervisor if the lab does not have an active supervisor*
 - b. **To add a new user:** Click "Search for Personnel to Assign" and use the search function to identify the desired user. Click the radio button next to the left of the user's name and click "Select User". Assign the user's roles (i.e. lab supervisor, lab user) and click "Submit" to finalize modifications

If unable to find the correct labs or the correct users, contact chematix_support@safety.rochester.edu