1. Navigate to https://www.k-state.edu/safety/ or go directly to your EHS Assistant dashboard at https://ehsa.prod.aws.ksu.edu/ehsa/

2. Click the "EHS Assistant" button.

Current Career Opportunities
- Safety & Health Officer
- Environmental Compliance Specialist

New
- Advisory for COVID-19 N95 Voluntary Use (Appendix D)
- 2020 EHS Annual Report (.pdf)

The Hazardous Waste Awareness courses are now on Vivid online register here:
- Initial Hazardous Waste Awareness training is required for anyone that handles or generates a hazardous waste.
- Hazardous Waste Awareness Refresher training is for those that have taken the Hazardous Waste Awareness instructor-led course in the past or the Online Initial Hazardous Waste Awareness course within the last year. The refresher

Training
- Jun 28
  - Fire Extinguisher Training
    - 1:00 pm - 2:00 pm, Physical Facilities Storage
- Jul 7
  - Asbestos Awareness for KSU Building Occupants
    - 11:00 am - 12:00 pm
3 Click "Login: Environmental Health and Safety Assistant." You will sign in with your KSU eID and password.

4 Depending on your access levels your dashboard will look different.
Click "Quick Chemical Entry" This is where you can add, remove, or just view your current inventory.

Click "Add"
Click this text field.

Type your chemical name and then click "Search"
9. Scroll down until you find the chemical you are looking to add.

10. You can also click any of the rows to highlight that chemical to scroll over and see the rest of the columns if needed.
11 Click "Select" to the left of the chemical you are looking to add.

12 Click the "Shared" field if this chemical will be shared with others in your department. Otherwise leave it unchecked.
13 Click this text field. Type the number of units you have for this chemical.

14 Click this text field. Type the number of quantity per units you have for this chemical. You also have the option to use the up or down arrows on the screen.
Click the dropdown to bring up the Volume/Size this will show the unit, description, physical state selection options.

Click the Volume/Size that matches your chemical.
Click here to select the Vendor for your new chemical.

You can start typing the vendor name or scroll through the list. Click your vendor.
19  Click here to bring up your options for rooms where your chemical is located.

20  Click the location that matches where your chemical is stored.
Click the storage location dropdown to bring up your options.

Click one of your saved storage locations for that lab if needed.
You may have sub-storage locations, if so click here to bring up your options for this if needed.

You may have storage devices, if so click here to bring up your options for this if needed.
If the chemical you are adding has a Chemical Storage Color Code requirement then click here to bring up these selections.

Click "Cancel" if you want lose your progress or decided not to add a chemical.
Click "Save" to save this chemical to your inventory.