SciShield Quick Guide

New to Baylor?
Let’s set up your lab!
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Login with your Baylor ID and password and verify the two step authentication with DUO.

You now have *immediate* access to:

- Authorized personnel laboratory access
- Training requirements and status
- Inspection reports
- Chemical and biological inventories
- Equipment inventory and certification status
- SOP/manuals associated with your lab
You have successfully logged into SciShield and now we are going to set up your lab. This process should only take a few minutes and can be modified anytime after submission.

Begin laboratory setup by clicking on the Setup Wizard link and following the prompts from there.
SciShield gives you the option to delegate registration to another individual within your lab such as a lab manager, post doc, or graduate student.

**PLEASE NOTE:** regardless of who uploads information into SciShield, the PI is ultimately responsible for complete laboratory and project registration.
Please provide current contact information and remember to press the SUBMIT button.
Take a little time to determine the best strategy to describe your research objectives without overwhelming the reader right out of the gate.
Trainings will be triggered by any of these categories including but not limited to Basic Biosafety, Advanced Biosafety, Animal Handling, and mandatory Blood Borne Pathogen training.

**PLEASE NOTE:** Work with rDNA automatically requires project registration with the IBC within the SciShield platform.
Now that your lab hazards have been identified, press **SUBMIT** and we can move onto the next section of your laboratory setup and registration.
"YOUR ON THE BACK STRETCH AND LOOKING GREAT!"

ADDITION OF LAB MEMBERS & CONFIGURING LAB DUTIES
ADDIATION OF LAB MEMBERS

“WHO’S ALLOWED TO BE WORKING IN YOUR LAB?” - EHS

SciShield gives you flexibility to manage your lab members and their roles and responsibilities!

Remember to review your members at the beginning of each semester to verify that your lab is up to date.

- Quickly and easily add/delete lab staff/student workers
- Designate role of staff member within your lab
SciShield lets you customize the job duties of your laboratory members. In a nutshell, YOU designate who is allowed to handle what in your lab.

NOTE: As students/staff knowledge, skills and abilities increase, you can easily modify their roles and responsibilities to reflect their increased knowledge base.
YOU DID IT!

You have successfully added your laboratory into SciShield!
Congratulations and thank you for setting up your lab in SciShield!
Did you know SciShield can help you manage your lab?

Take a second to see if you need to update your laboratory staff, equipment, SOPs, chemical and biological inventories!