Quick Reference Guide:  
Adding a 
Safety Designate in NSIS

Note: You must be a Principal Investigator or Safety Designate to add/change the Safety Designate.

1) In the horizontal menu bar, click on “Edit.” In the dropdown menu, select “Safety Designate.”

2) Next to “Would you like to assign a Safety Designate?,” the default will be Yes. Enter the NetID of the person you wish to assign Safety Designate. If the NetID is valid, the name and e-mail fields will auto-populate.
3) Upon clicking “Next Screen,” you will see a confirmation page. Both you and the Safety Designate will also receive a confirmation e-mail from NSIS.

4) When changing the Safety Designate, be aware that unless the current Safety Designate is also a Lab Worker or PI, they will no longer be able to log into NSIS. Otherwise, you can use the same procedure to change the Safety Designate.

Additional “quick guides” for commonly performed NSIS tasks can be found at http://www.research.northwestern.edu/ors/nsis.