Quick Reference Guide

Changing a Safety Designate in ISIS

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

2) Delete the existing NetID, and enter the new NetID. If the new 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 new Safety Designate will also receive a confirmation e-mail from ISIS.

Additional “quick guides” for commonly performed ISIS tasks can be found at [http://www.research.northwestern.edu/ors/isis](http://www.research.northwestern.edu/ors/isis).