



Instructions: To add personnel, you must be a Principal Investigator (PI) or Lab Supervisor. Begin by entering the Chematrix program from <http://campus.kennesaw.edu/> or <https://chematrix.kennesaw.edu/Chematrix/> and logging in with your Net ID and password

Take the following steps to add personnel to your laboratory or area:

1. Choose the “*Resources*” tab.
2. Click *View my Locations* under the “*Manage Location*” section.
3. Click on the laboratory name where you want to add personnel.
4. Click *Manage Personnel*.
5. Click *Search for Personnel to Assign* or *Search for User*.
6. Type the last name of the person to be added and then click “*Search*.”
7. From the list generated, click the radial button beside the person’s name. Make sure the User ID is the person’s Net ID and not their full name.
8. Click “*Select User*.”
9. The message, “*The lab user has been added successfully,*” should appear at the top of the page in the green box.
 - a. Assign role for user
 - b. To add another person, click *Search for Personnel to Assign*.
10. Click *Back*.
11. Click *Back* again to return to the View Lab Locations page.
12. Repeat the process with the next laboratory.

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