

Scishield- Tutorial to Report a Safety Concern

The screenshot shows the SciShield login page in a web browser. The browser's address bar displays <https://utep.scishield.com>. The page features the UTEP logo in the top left and a 'Welcome to SciShield! Support' message in the top right. The main heading is 'Welcome to SciShield - The Research Management Platform'. Below this, there are two primary instructions: 'Log in with your UTEP NetID and Password' (with a sub-link for other access methods) and 'Please enter your UTEP NetID and Password to log in.'. A large orange-bordered box on the right contains the text: 'STEP 1: Go to <https://utep.scishield.com/> Click on any of the links to login'. Two orange arrows point from this box to the respective login instructions on the page. The footer includes the SciShield logo, version information (v3.10.182.2), and copyright details (© v3.10.182.2 (Burton Richter), All Rights Reserved), along with links for 'Contact Us' and 'Mobile version'. The Windows taskbar at the bottom shows the date as 10/5/2023 and the time as 4:04 PM.

Welcome to SciShield - The Research Management Platform | SciShield

https://utep.scishield.com

Welcome to SciShield! Support

Log in with your UTEP NetID and Password
(Click here for other access methods)

Welcome to SciShield - The Research Management Platform

Please enter your UTEP NetID and Password to log in.

Access to this system is strictly limited to users associated with the University of Texas at El Paso logged.

STEP 1: Go to
<https://utep.scishield.com/>
Click on any of the links to login

SciShield

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[Contact Us](#) | [Mobile version](#)

73°F Sunny 4:04 PM 10/5/2023



UTEP Single Sign On

STEP 2: Use your UTEP username and password to login to your account.

The username format is "user" from your email address "user@domain.edu".
Please do not enter your entire email address for the username.

Please login

User Name Password

[Forgot password?](#)

Login

Unauthorized use of this system is prohibited. Usage may be subject to security testing and monitoring. Misuse is subject to criminal prosecution; and no expectation of privacy except as otherwise provided by applicable privacy laws. Use of this site is subject to UTEP's policies. Any use of this site not covered by UTEP policy is prohibited.

Browser address bar: https://utep.scishield.com/frontpage_panel

Page Title: Welcome to SciShield | SciShield

Header: UTEP | Welcome, Lucero, Miguel A | Home | Support | Logout

Search: Find Individual or Group Search

Navigation Menu:

- + Research Management
- + Academic Management
- + EH&S Main Lab
- + Research Tools
- + Training
- + My Account

Welcome to SciShield

Announcements



09/13/2023: [BioRAFT will be down on Monday 0...](#)
The platform BioRAFT will be down for a few hours on Monday, September 18th at 7:00 a.m. to swit... [\[more\]](#)

[View All Announcements](#) [Add Announcement](#)

Messages

09/08/2022: [Lucero, Miguel A Lab Safety for ...](#)
09/07/2022: [Lucero, Miguel A Biosafety and B...](#)

[View Entire Inbox](#)

ObservNow  


See a safety concern?
Click to report it.

Required Training


Training Requirements Unknown or Not Set

[Training History](#) [Course Directory](#)

Compliance Summary for EH&S Main Lab

Training: 

[View Dashboard](#)

Need Support? 

Click to view our knowledge base.

STEP 3: Click on the OBSERVE NOW box.

The screenshot shows a web browser window with the URL <https://utep.scishield.com/ObservNow>. The page title is "Submit A Safety Observation | SciShield". The user is logged in as "Lucero, Miguel A" with links for "Home", "Support", and "Logout".

The main content area is titled "Submit A Safety Observation". It includes a search bar with "Find Individual or Group" and "Search" buttons. A sidebar menu on the left contains the following items: Research Management, Academic Management, EH&S Main Lab, Research Tools, Training, and My Account.

The form fields are as follows:

- Type of observation ***: A dropdown menu with options: "Near Miss", "Hazard Observation/Concern", and "Positive Observation". An orange arrow points to this dropdown.
- Describe:**: A text area labeled "Observation description". An orange arrow points to this field.
- Location of Observation**: A dropdown menu with the label "Building" and the option "-- Please select an option --".

Below the "Type of observation" dropdown is a file upload section with a "Choose Files" button and "No file chosen" text. An orange arrow points to the "Choose Files" button.

Three orange callout boxes provide instructions:

- STEP 3:** Click the drop menu to select the TYPE OF OBSERVATION (points to the "Type of observation" dropdown).
- STEP 4:** If there is a picture available click on CHOOSE FILE to attach it. (points to the "Choose Files" button).
- STEP 5:** Give a description of the safety concern. (points to the "Describe:" text area).

Submit A Safety Observation | SciShield

https://utep.scishield.com/ObservNow

- + Research Management
- + Academic Management
- + EH&S Main Lab
- + Research Tools
- + Training
- + My Account

For accidents, injuries, or incidents please report through proper institutional channels. This form is only for reporting where injury did not occur.

Information submitted on this form goes to UTEP EHS, to help increase safety for our community.

Type of observation *

-- Please select an option --

Academic Advising Center

Administration

Bell Hall

Benedict Hall

Biology

Bioscience Research

Brumbelow

Business Administration

Campbell

Carl Hertzog

Centennial Museum

Central Energy Plant

Chemistry and Computer Science

Chihuahuan Desert Gardens

Child Care Center

Classroom

Cotton Keck Center

Cotton Memorial

Don Haskins Center

Biology

Space/Room

-- Please select an option --

Location specifics

Type of hazard

-- Please select an option --

Here. (max file size is 20M, supported formats are

Any information filled out on this form is sent directly to EHS. It is not directly available to your supervisor. However, if you feel comfortable only submitting this without your name associated, check the "Anonymous submission" box below.

STEP 6: Select the location of the observation

STEP 7: Select the Space/Room of the observation and any specific location details

STEP 8: Select the type of hazard.



Describe:

Observation description

Location of Observation

Building
Biology

Space/Room
-- Please select an option --

Location specifics

Type of hazard
-- Please select an option --

- Please select an option --
- Animal
- Biological
- Chemical**
- Electrical
- Other
- Physical hazard
- Radiation
- Slip or trip hazard
- Work behavior
- Work condition
- Work practices

... form is sent directly to EHS. It is not directly available to your supervisor. However, if you feel that your name associated, check the "Anonymous submission" box below.

Submit A Safety Observation | SciShield

https://utep.scishield.com/ObservNow

- Research Management
- Academic Management
- EH&S Main Lab
- Research Tools
- Training
- My Account

For accidents, injuries, or incidents please report through proper institutional channels. This form is only for reporting where injury did not occur.

Information submitted on this form goes to UTEP EHS, to help increase safety for our community.

Type of observation *
-- Please select an option --

Upload photos:
If a photo of your observation is available, please upload here. (max file size is 20M, supported formats are .jpeg, .png, and .gif)
Choose Files No file chosen No file chosen

Describe:
Observation description

Location of Observation
Building
Biology
Space/Room
-- Please select an option --
Location specifics

Type of hazard
-- Please select an option --

Any information filled out on this form is sent directly to EHS. It is not directly available to your supervisor. However, if you feel comfortable only submitting this without your name associated, check the "Anonymous submission" box below.

Anonymous submission

Submit

STEP 9: Click on the check box to submit an ANONYMOUS SUBMISSION.

STEP 10: Click SUBMIT.