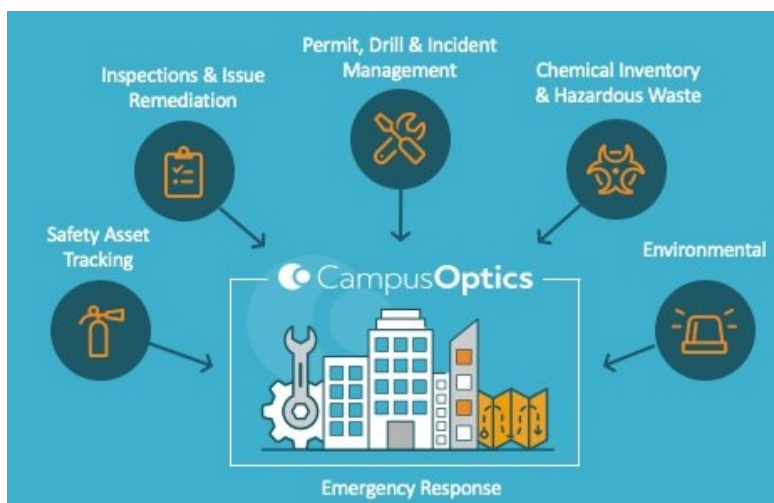


# CampusOptics Quick Start Guide

CampusOptics is UAH's platform for managing all aspects of lab and facility safety and compliance. It creates a single location for chemical inventories, safety data sheets, hazardous waste management, and more.



## Laboratory Information

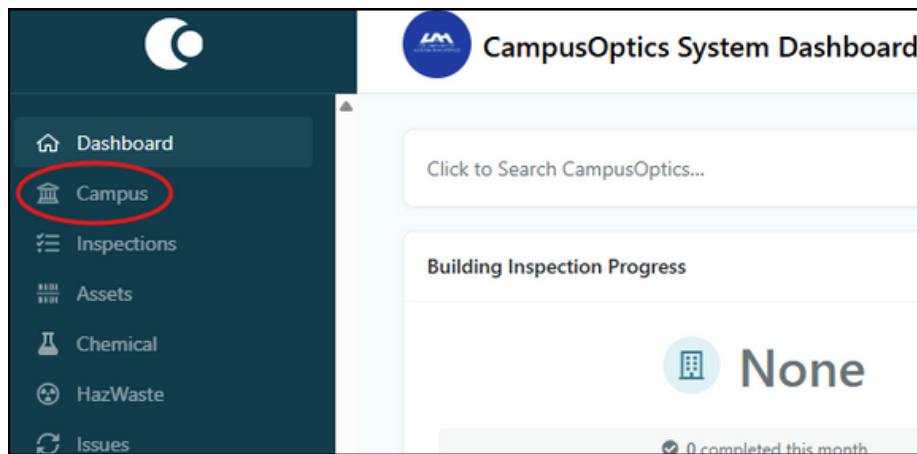
To view spaces (lab, machine shop, studio, etc.) you're associated with, sign in to CampusOptics by going to:

**[uah.campusoptics.com](http://uah.campusoptics.com)**

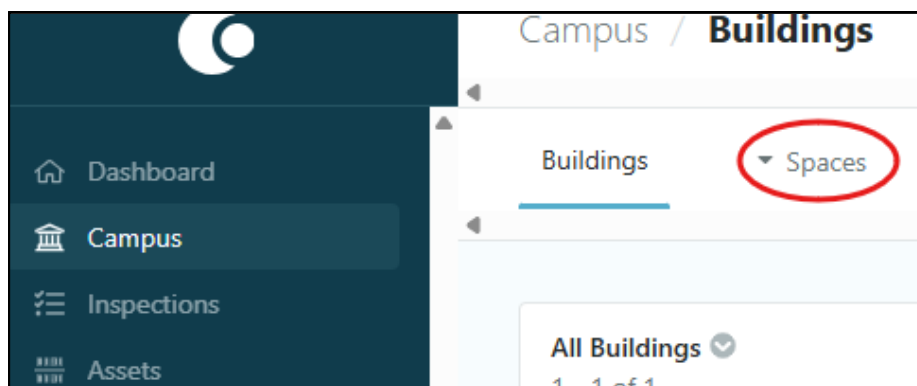
You can also download the CampusOptics app and enter **uah** as the URL when prompted.



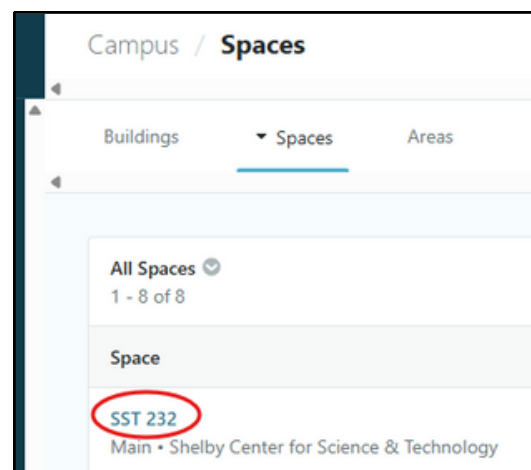
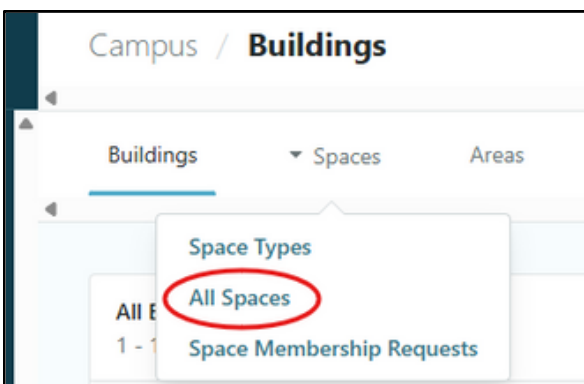
Once signed in you will see a dashboard with a sidebar on the left. To get to your assigned spaces first click Campus on the sidebar.



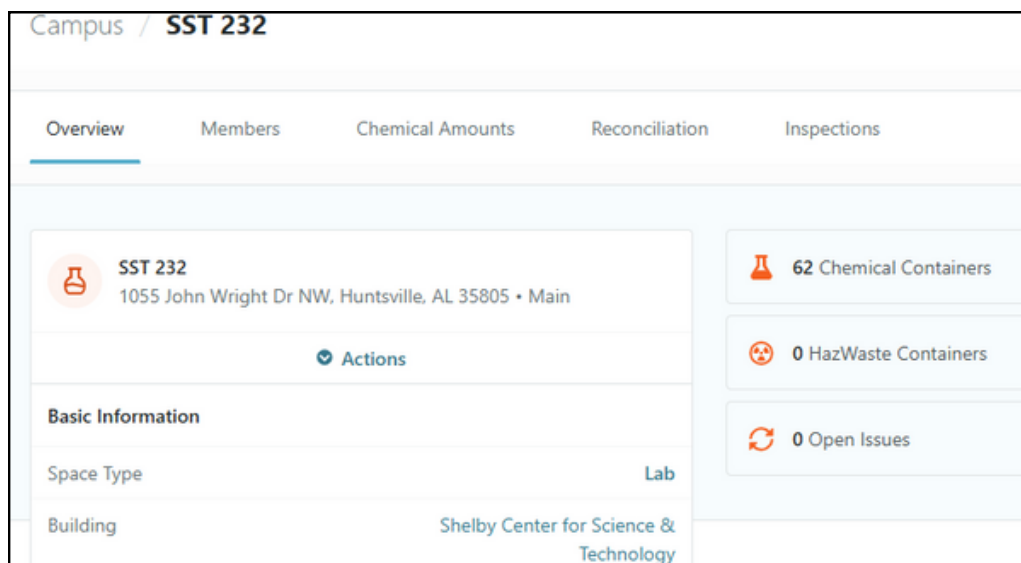
Then click Spaces



Use the dropdown menu to select All Spaces. This will show you all the spaces you have access to.

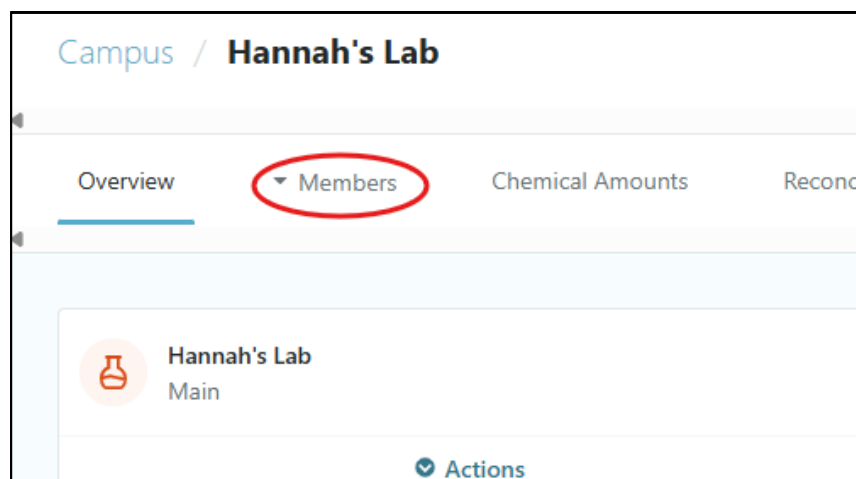


Clicking on your space will show the Overview of that space. The Overview contains information on chemical inventories, inspections, issues, plans, etc. OEHS has uploaded documents that PIs have submitted over time, these documents will also be present on the Overview page.

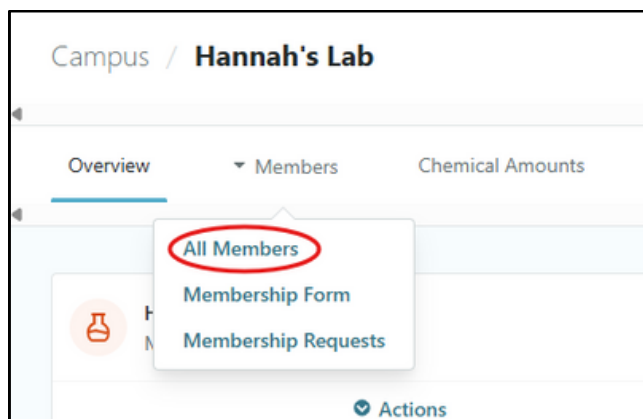


## Space Membership Updates

PIs are able to manage members in their lab spaces by going to the Members tab on the Overview page.

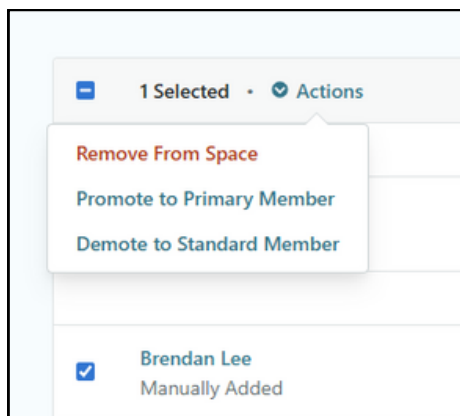


On the dropdown menu select All Members.



Then select the checkbox beside a person's name to either remove them from the space, promote, or demote them.

Promotion to Primary Member will mean their name is included on the Lab Door Sign, and they will have increased account privileges.



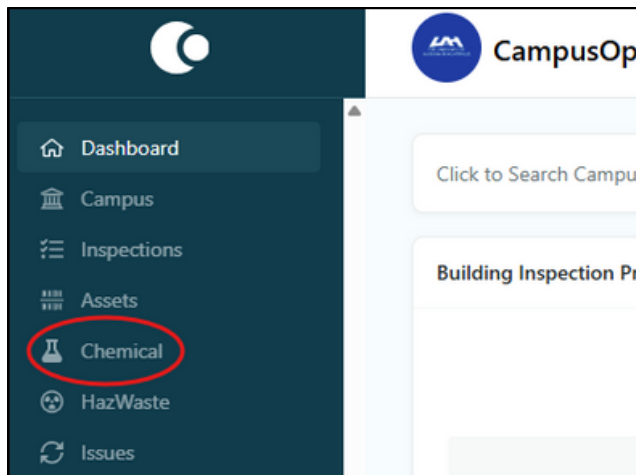
To add a person to your space they will need to fill out the request form below so OEHS can assign them the correct account role and ensure they have access to Percipio for their EHS training, if required.

Use the Kuali form below to request access to a space on campus.

### **CampusOptics Access Request Kuali Form**

## Safety Data Sheets

Safety Data Sheets (SDSs) can be viewed by clicking Chemical on the sidebar on the Dashboard page.



Select Safety Data Sheets on the top of the page, then click SDS Portal at the top right.



A CampusOptics account is not required to view the SDS library. It can be accessed by using the link below or by scanning the QR code.

**[uah.campusoptics.com/sds](http://uah.campusoptics.com/sds)**

