

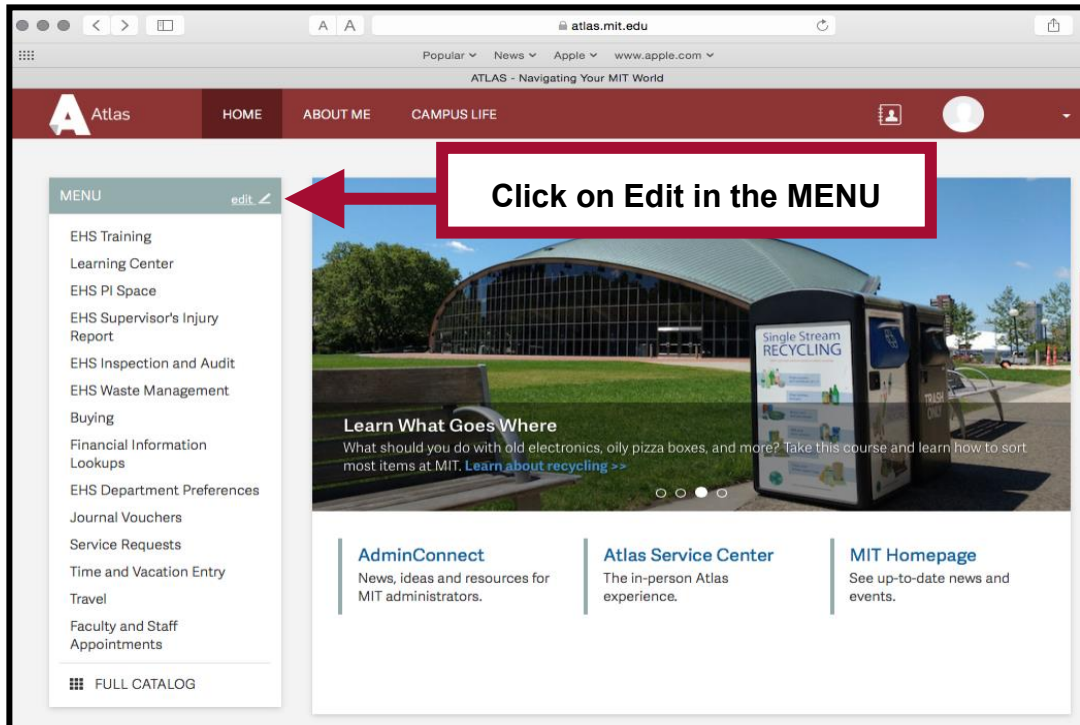
# Customize your MIT Atlas Menu

EHS Rep Orientation

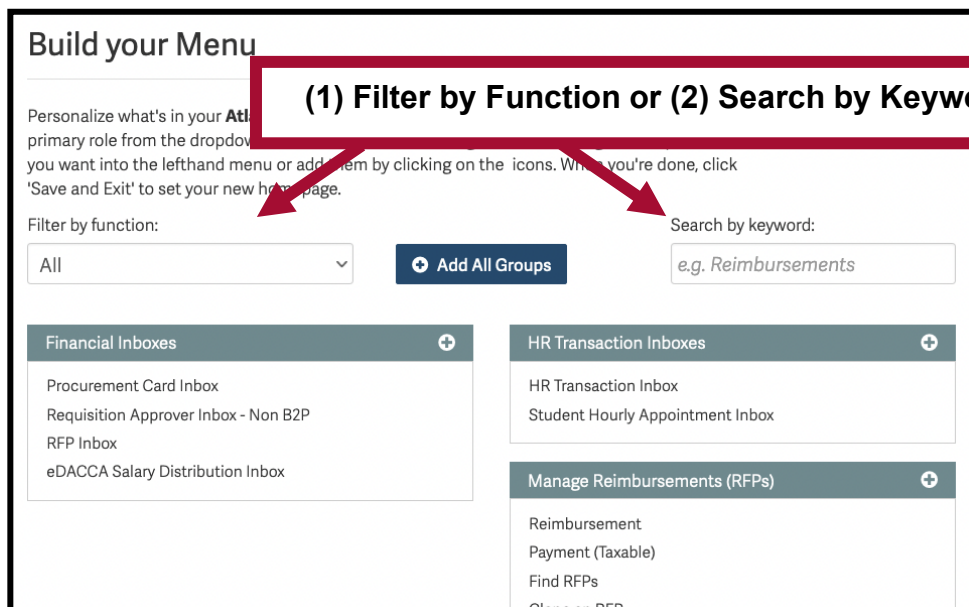


MIT Atlas ([atlas.mit.edu](https://atlas.mit.edu)) is your central portal for on-line EHS-MS tools and reports that you will use as an EHS Rep.

1. Go to [atlas.mit.edu](https://atlas.mit.edu) (certificates required).
2. Click on edit in the MENU bar.



3. To build your menu, you may (1) Filter by function: EHS Representative or (2) Search for keyword: EHS.

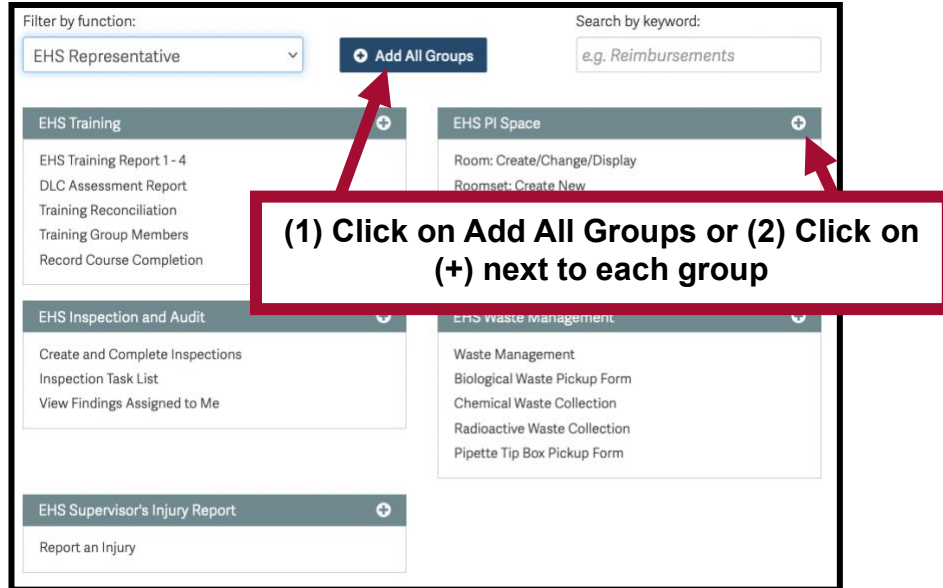


# Customize your MIT Atlas Menu

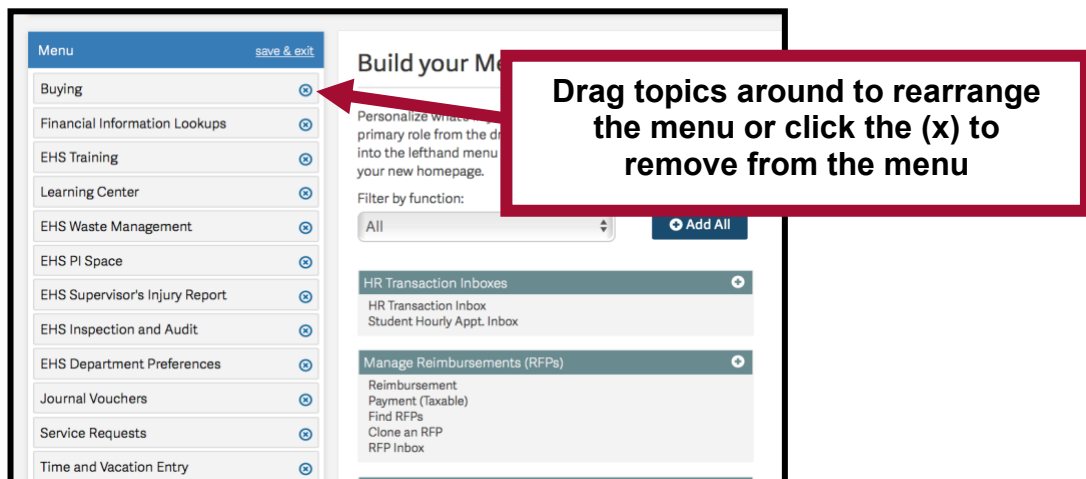
EHS Rep Orientation



4. To add resulting EHS applications (1) click on Add All Groups or (2) click plus sign (+) next to each heading.



5. Rearrange your menu as you see fit by dragging the topics or remove topics that are not applicable to your role by clicking on the (x).



6. Click on save & exit to update your menu.

