

MIT Atlas (<u>atlas.mit.edu</u>) 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 (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.

Build your Menu							
Personalize what's in your Attl rimary role from the drondo							
you want into the lefthand menu or addresem by clicking on the icons. When you're done, click 'Save and Exit' to set your new home page.							
Filter by function:	Search by keyword:						
All 🗸 🗸 🗸 Add All	I Groups e.g. Reimbursements						
Financial Inboxes 🕒	HR Transaction Inboxes						
Procurement Card Inbox Requisition Approver Inbox - Non B2P	HR Transaction Inbox Student Hourly Appointment Inbox						
eDACCA Salary Distribution Inbox	Manage Reimbursements (RFPs)						
	Reimbursement Payment (Taxable) Find RFPs Clone on REP						



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).

Menu	save & exit	Duthland	
Buying	8	Build your Me	Drag topics a
Financial Information Lookups	8	Personalize whats	the menu
EHS Training	۲	into the lefthand menu	remove
Learning Center	8	Filter by function:	.011070
EHS Waste Management	8	All	🗘 🗢 Add All
EHS PI Space	8		
EHS Supervisor's Injury Report	8	HR Transaction Inboxes	O
EHS Inspection and Audit	8	Student Hourly Appt. Inbox	
EHS Department Preferences	8	Manage Reimbursements (RFPs) 📀
Journal Vouchers	8	Reimbursement Payment (Taxable)	
Service Requests	8	Find RFPs Clone an RFP RFP Inhor	
Time and Vacation Entry	۲		

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

You are editing your Atlas Menu	reset to default exit without saving	Save & Exit
Menu save & exit Puild V(Click save & exit to update your Atlas Menu	