



Safety – External (Non-MSU) Team Members

This Quick Guide provides instructions for adding an External (non-MSU) team member to a Safety submission.

Navigate to the Team Members SmartForm page.

Team Members

1. Identify each additional person involved in the design, conduct, or reporting of the research: ?

+ Add

Name	Roles	Job Title	E-Mail	Phone
<div><div>Update</div>Jamie Willard</div>	Co-Investigator	Biological Safety Officer/S	cherryme@msu.edu	

2. External team member information: ?

+ Add

Document	Date Modified
There are no items to display	

3. Training

First Name	Last Name	Training	Date Completed
Jamie	Willard	Autoclave Safety	12/23/2021
		Biological Substance Shipping	11/3/2023
		Biosafety Refresher	12/24/2022
		Bloodborne Pathogen Refresher	12/24/2022
		Chemical Hygiene Laboratory Safety and Hazardous Waste Initial	1/26/1999
		Hazardous Waste Refresher	12/24/2022
		Radiation Safety Refresher	12/24/2022
Christopher	Colvin	Autoclave Safety	1/21/2022
		Biological Substance Shipping	3/9/2022
		Biosafety Refresher	8/28/2023
		Bloodborne Pathogen Refresher	6/28/2023
		Chemical Hygiene Laboratory Safety and Hazardous Waste Initial	8/7/2017
		Hazardous Waste Refresher	8/28/2023
		PI Responsibilities Under NIH Guidelines	7/28/2017
		Radiation Safety Refresher	1/17/2023



Safety – External (Non-MSU) Team Members

If the External (non-MSU) individual does not require log in access to the Click Safety module to view or edit the submission:

1. Identify External (non-MSU) team members in a document (e.g., Word, Excel).
2. Question 2 - select **Add**.

2. External team member information: ?

Document	Date Modified
There are no items to display	

3. Upload document.

Note: Consult with the Biosafety Office to inquire whether an external team members form should be used:
https://ehs.msu.edu/assets/docs/bio/external-team-members_safety.docx.

Submit a Document Help

Title:
If not provided, the name of the file will be used

* File: Choose File

Show Advanced Options

* Required

OK OK and Add Another Cancel

Helpful hint: Identify the External team member in the 'Title' data field.



Safety – External (Non-MSU) Team Members

As an example, the document being submitted is titled as the team member's name:

Submit a Document

[? Help](#)

Title: Fred Flintstone

If not provided, the name of the file will be used

* File: Safety Submission - External ... [Choose File](#)

Show Advanced Options

* Required

OK

OK and Add Another

Cancel

The document name will be displayed as the title entered during uploading:

2. External team member information: ?

+ Add

Document

Date Modified



Barney Rubble(0.01)



6/18/2024 3:41 PM



Fred Flintstone(0.01)



6/18/2024 3:41 PM

Notes:

- Individuals are listed on the Study Team but DO NOT have view/edit access to the submission.
- You DO NOT need to obtain a NetID for External team members. You only need to obtain a NetID if the individual requires log in access and the ability to view or edit the submission in Click. Otherwise, list External team members on the submission as described above.



Safety – External (Non-MSU) Team Members

If the External (non-MSU) individual requires log in access to the Click Safety module to view or edit the submission:

Click uses MSU NetID login and multi-factor authentication (MFA or Okta Verify).

- Contact the MSU ID Office for information on how to obtain a NetID:
(<https://idoffice.msu.edu/>)
(515-355-4500). NetID: <https://netid.msu.edu/other/index.html>
- Once a NetID is obtained, the External team member will need to activate the NetID and establish MFA access by registering a credential.
<https://secureit.msu.edu/multi-factor/index.html>
- Sponsoring department must request access to Click by completing an [Access Request](#) form (request access as a Click Affiliate).
- Once access is granted, the individual will need to log into Click.
- After login, the individual's name will be available for selection (Question 1) on the Team Members SmartForm page.

Question 1 – select **Add**.

Team Members

1. Identify each additional person involved in the design, conduct, or reporting of the research: ?

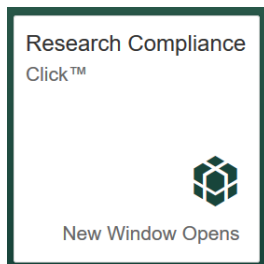
<div>+ Add</div>				
Name	Roles	Job Title	E-Mail	Phone



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Click Access:

Users can access the Click system via tile available within EBS:



Users can also access the various Click modules via:

<https://orrs.msu.edu/click/index.html>

Example: Access SAFETY module via selection of the SAFETY tile:



Click Safety Login

Manage biosafety, radiation safety,
or stem cell submissions [Login](#)