CSUN | ENVIRONMENTAL HEALTH AND SAFETY

<u>Acknowledging an Assessment in RSS</u>:

<u>A How-To for Members of a Group</u>

Note: There are two ways for you to acknowledge an assessment.

<u>**Option 1:**</u> Access the Assessment via the automated email from RSS.

Step 1: Go to the email you received from RSS when your P.I. certified their Laboratory Hazard Assessment and select "View Assessment". You will be taken directly to the assessment once you sign on with your CSUN SSO.

Step 2: <u>*Review and understand the assessment.*</u>

Step 3: Acknowledge the assessment by selecting the "Acknowledge" button on the right-hand side.

<u>**Option 2:**</u> Access the Assessment from your RSS homepage.

Step 1: Log into RSS using your CSUN SSO. Find the Assessment in the "Action Items" section of your homepage (There should be a red flag icon next to it).

Step 2: <u>*Review and understand the assessment.*</u>

Step 3: Acknowledge the assessment by selecting the "Acknowledge" button on the right-hand side.