Creighton University — InfoEd Verification Update Laboratory Registration

Verification Update of the Laboratory Registration
(https://creighton.infoedglobal.com)

**Step 1**
Use Locate My Records, Locate Records or the Quick Find box to find your current Lab Registration

**Step 2**
Add a Lab Registration Verification/Update submission from the Master Record
Using the menu bars next to your record, navigate to Master Record by hovering over Edit and selecting the Master Record.

From the Add drop down menu select Lab Registration Verification/Update.
Step 3

Open unlock and update the Lab Registration.
Select the Lab Registration eform and unlock the form by selecting the Complete checkbox.
Step 4

Verify that your registration is current by updating the laboratory registration and personnel sections.

Laboratory locations are added by using the yellow plus button and the pencil icons. To add the Room and Managing Department of Space select the pencil icon and plus buttons to find your room number or department. Using the Find Location is another option to add a room or department. (1) type in room number in the Find Location (2) select your location from the drop down (3) select the Locate button (4) select the Select button. When entering in dates use the format MMDDYYYY.

Personnel (Faculty, Staff and Students)

Include all personnel (students, faculty, and staff) working in the laboratory spaces. Personnel are added using the yellow plus icon. When searching for personnel type in last name comma first name.
Step 5

Complete and submit the updated registration.

- Check the Complete checkbox, locking the form.
- Select the Submit button to submit the form to the EHS office.