ChemTracker 4.0 Job Aide

http://weill.cornell.edu/ehs/chemtracker

This Job Aide is specific to the new ChemTracker 4.0 version. ChemTracker 4.0 will state “Welcome to ChemTracker 4.0” on the login page. This Job Aide is not applicable to early versions of ChemTracker 3/1.

~ LOGIN AND NAVIGATION INFORMATION ~

SUPPORTED WEB BROWSERS

PC
- Internet Explorer 9
- Fire Fox 4

Mac
- Safari
- Fire Fox 4

NEW USER REGISTRATION

Chemical Owner or designated Laboratory Safety Coordinator must submit the ChemTracker New User Request Form to EHS at chemtracker@med.cornell.edu. EHS will email the new user their username and password and is available to provide training.

CHEMTRACKER 4.0 LOGIN INFORMATION

STEP 1 – Go the WCMC EHS ChemTracker website: http://weill.cornell.edu/ehs/chemtracker

STEP 2 – Click on ChemTracker 4.0 Login

STEP 3 – Use your ChemTracker username and password credentials.
Click **Function** buttons will to perform specific tasks:

- **Home:** to go to the main CT page
- **Search:** to retrieve chemical inventory from CT
- **Add:** to add inventory into CT
- **ChemInfo:** to find specific chemical information and MSDS
- **Help:** to get additional information on the use of CT

Click **User Profile** button will to perform specific tasks:

- **Logout:** to exit CT program