



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.

Welcome to ChemTracker 4.0
Inventory Management

Enter username and password to continue.

username

Login

~ LOGIN AND NAVIGATION INFORMATION ~

WEBSITE NAVIGATION



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 addition information on the use of CT

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

- **Logout:** to exit CT program