

UC SAFETY TOOL SETUP INSTRUCTIONS

1. Go to your [UC Safety profile](#), and login with your Kerberos ID.
2. Click **Add** next to **Groups** on the left hand side of the page.
Result: About Creating Groups page opens.
3. Review the instructions on the page, and click [**Let's Get Started**].
Result: Name Your Group page opens.
4. Review the instructions on the page, and input a name in the **Enter a descriptive group name** box.
5. Click **Next**.
Result: Add People to Your Group page opens.
6. Input all relevant group members into the **Members** box.
Note: Follow the prompt within the box to **Search by Last Name, First Name**. When the correct name appears in the results, click it to add to your group.
7. Click **Next** once you've added all your group members.
Result: Add Locations to Your Group page opens.
8. Input all relevant building names into the **Locations** box.
Note: Follow the prompt within the box to search by **Building name or address**. When the correct name appears in the results, click it to add to your group. Additionally, you may add a room number in the **room #** box after inputting the building name.
9. Click **Next** once you've added all locations.
Result: Review Your Group page opens.
10. If all looks correct, click **Take me to my group**. Otherwise, click **Previous** to make changes, or **Create another group**.
Result: User is returned to their Profile page, and the group name will appear under **Groups** on the left hand side.
11. You may edit or remove groups at any time by clicking the group name and then clicking **Edit** or **Remove**.
Note: For additional instructions on the various UC Safety tool functions, click the tile icon in the top right hand corner of the page, and click **Help**. Click on **Tutorials** for additional instructions.