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.