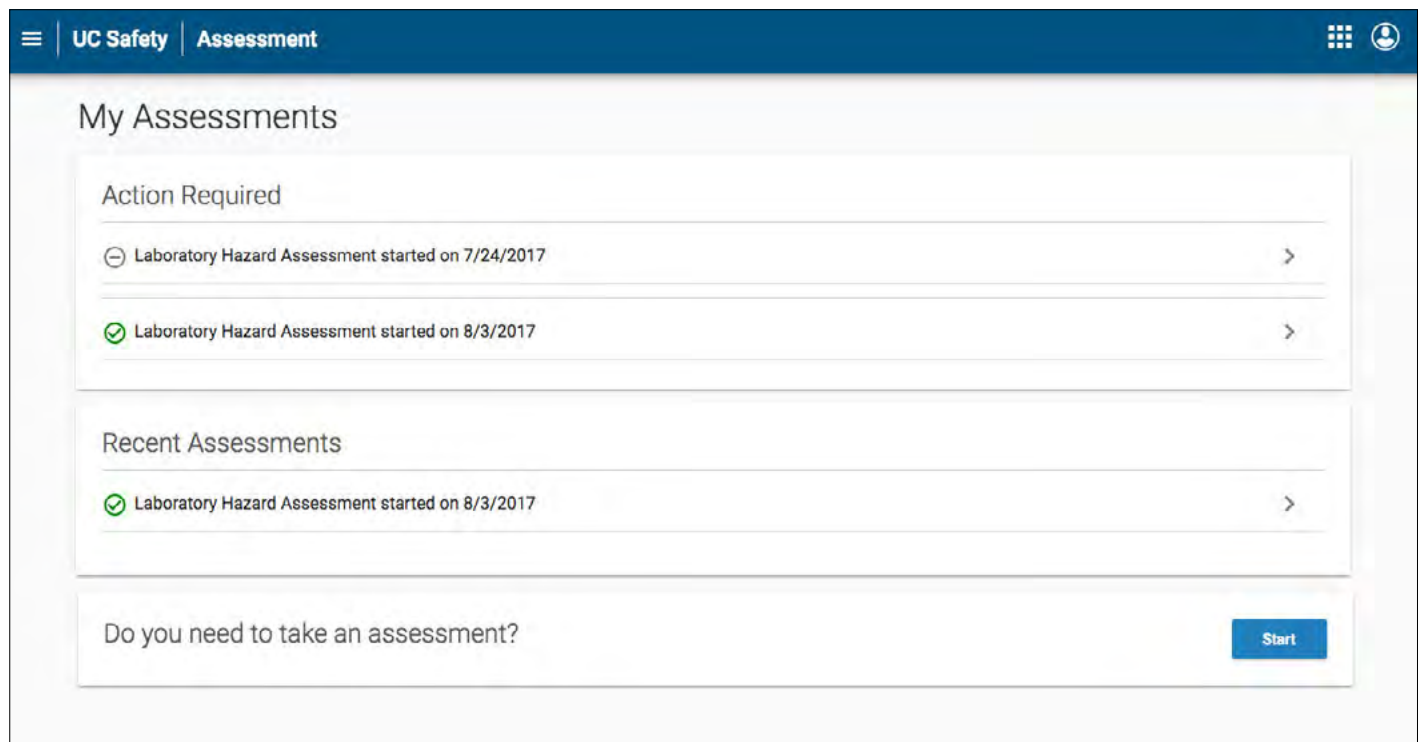## Getting Started

Assessment is an online system that simplifies the hazard assessment process for work environments and recommends the proper items required based on the hazards revealed during the assessment.

- To access the system go to https://csu.risksafety.solutions
- You will be asked to sign in with your locations single sign on account.
- Once logged in you will be taken to your homepage known as **MyBoard**.
- To access **Assessment**, select the **Assessment** icon at the bottom of the page.
- You will be taken to the **Assessment** home screen.

Home Page

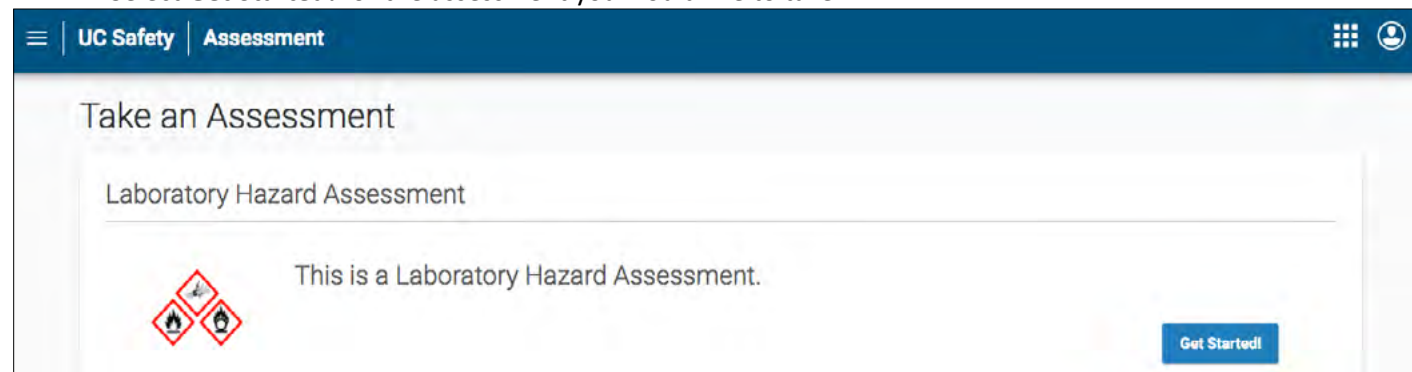The home screen will display the following options:
- **Action Required:**
  - Assessments that have been submitted ⊘ and require certification or acknowledgment.
  - Assessments that are currently in progress ⊖ and have not been submitted.
- **Recent Assessments:**
  - Recently completed assessments.
- **Do you need to take an assessment?:**
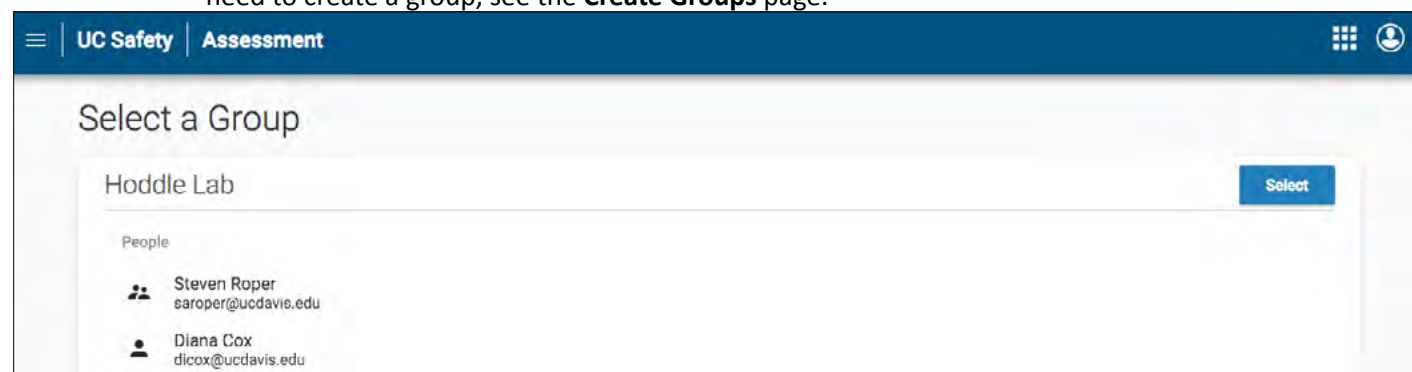 - To begin a new assessment, select the **Start** button.

Take an Assessment

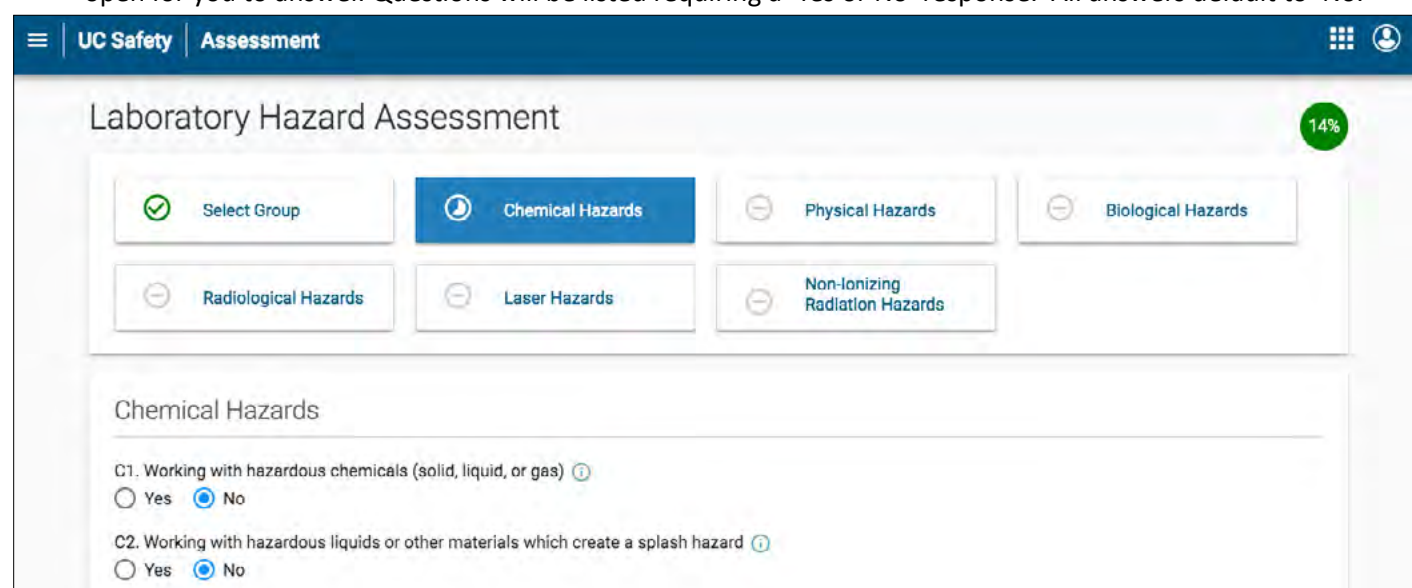- Select **Get Started!** for the assessment you would like to take.

- Select your chosen group.
  - If at this stage you need to make amendments to your group, see the **Manage Groups** page. If you need to create a group, see the **Create Groups** page.

- Section Key

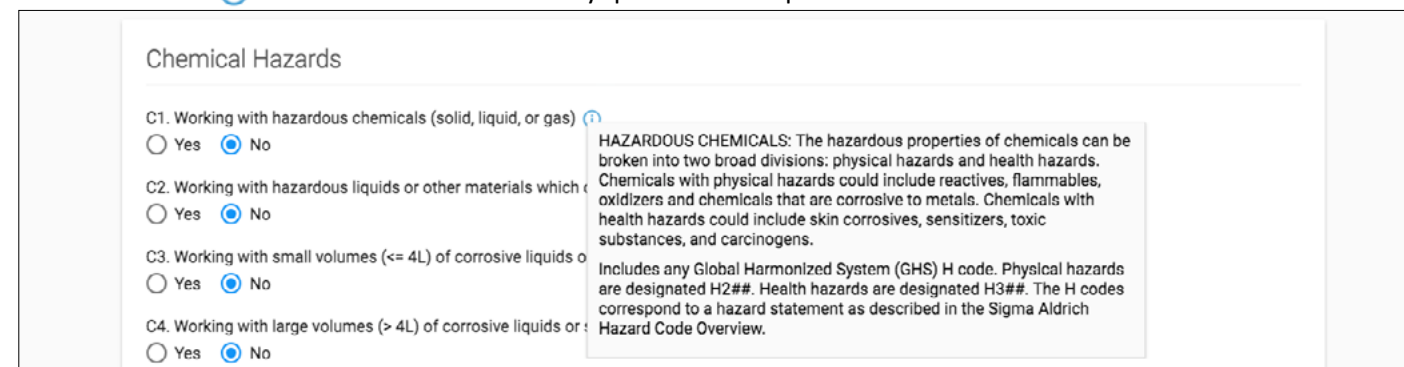|							
✓	Section Complete	◔	Section started, but incomplete	⊖	Section not started	14%	% of assessment completed

- Complete each 'Hazard' section. Each section will ask you an initial question to see if you have any hazards in your location. If you select **NO** you will be sent to the next section. If you answer **YES** a list of questions will open for you to answer. Questions will be listed requiring a 'Yes or No' response. All answers default to 'No.'
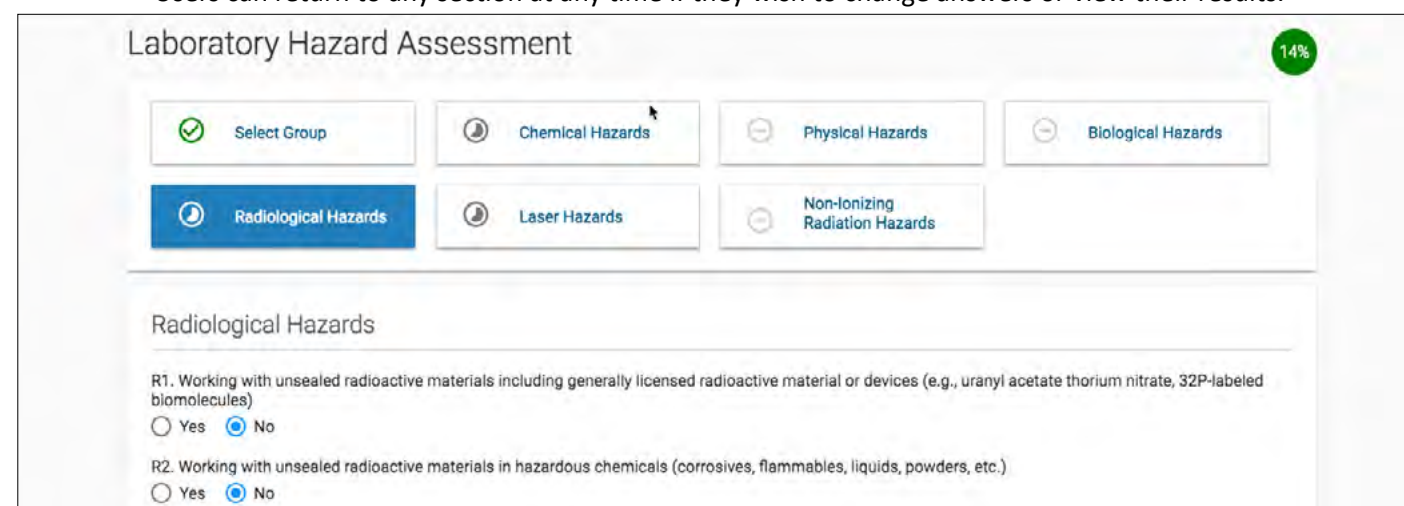

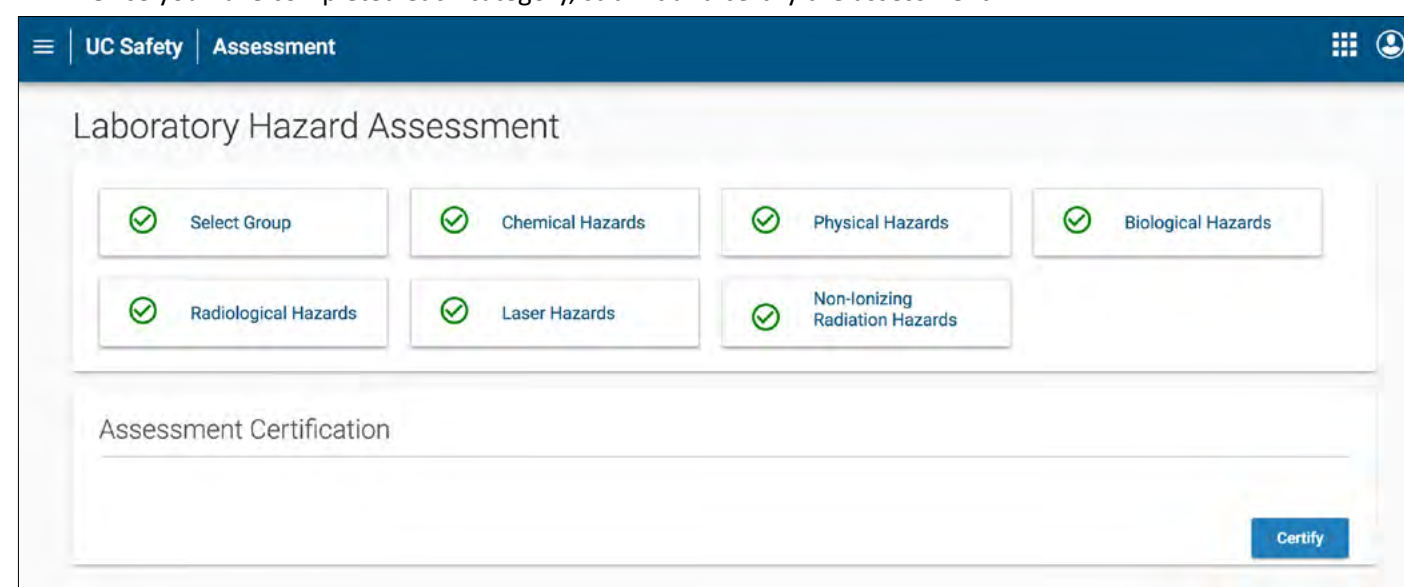
- Select the ⓘ if further clarification on any questions is required.

- Once each section is completed, a user can '**Save**' or '**Save and Continue**'.
  - Users can return to any section at any time if they wish to change answers or view their results.

- Once you have completed each category, submit and certify the assessment

- Based on the questions you have answered, the hazards have been identified.
  - View the questions associated with each item by selecting the arrow located next to each item.

- Based on the hazards, the outcome items are identified (Ex: Active Researchers PPE & Adjacent individuals PPE).
  - View the questions associated with each item by selecting the arrow located next to each item.

- To return and edit any questions, click on the specific hazard section. Make the necessary changes and submit/certify the assessment.
- Once complete the assessment is ready for review and acknowledgment.
- Lab members will receive an email asking them to review and acknowledge the assessment.

- Laboratory Hazard Assessment Results
  - At the top of the page a notification will indicate when the assessment was certified and by whom.
  - At anytime, anyone can log in to the system to see the status of the assessment.
  - ✓ Indicates when members of the group has certified the assessment.
  - Once all lab members have acknowledged the assessment, the process is considered complete.