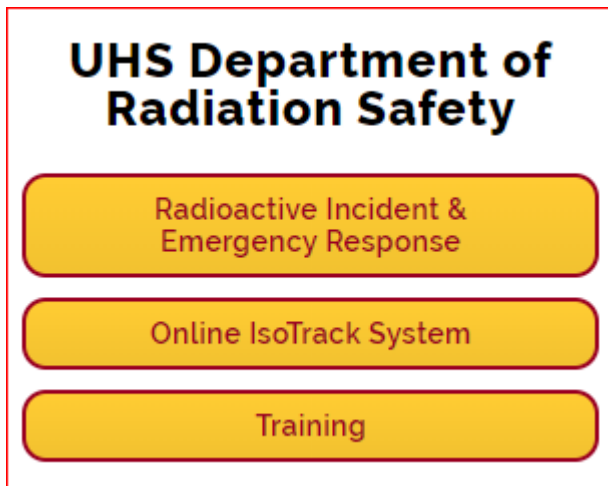# Managing IsoTrack Assistants

The following document contains information on managing the assistant profile within IsoTrack.

To begin, please go to the Department of Radiation Safety's webpage: https://radsafety.umn.edu/

From the main screen, click: Online IsoTrack System

Log into IsoTrack using your university ID and password.

Managing IsoTrack Assistants (cont.)

Adding an assistant allows you to assign personnel to make changes to your permit. To begin the process, start by clicking on the Resources section from your IsoTrack main page.
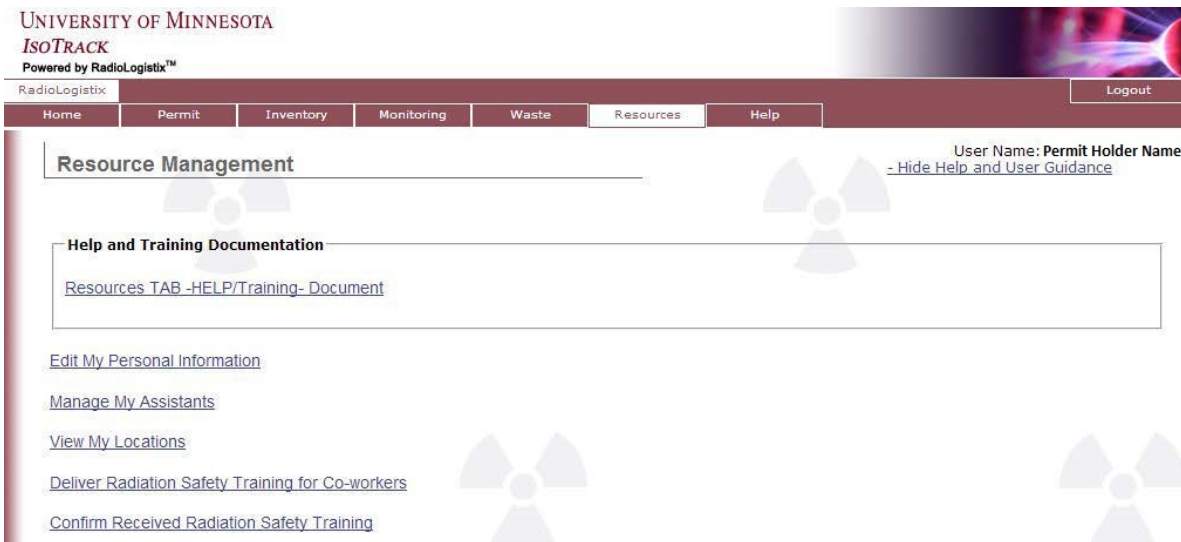
On the Resource Management page, click on Managing My Assistants.

➢ To *add* an assistant, use the search section, choose your assistant and click on Submit.
➢ To *remove* an assistant, search for the user and click Revoke Assistant Rights.

You will see a green success message bar at the top of the page acknowledging that you have added or removed an assistant on your permit.
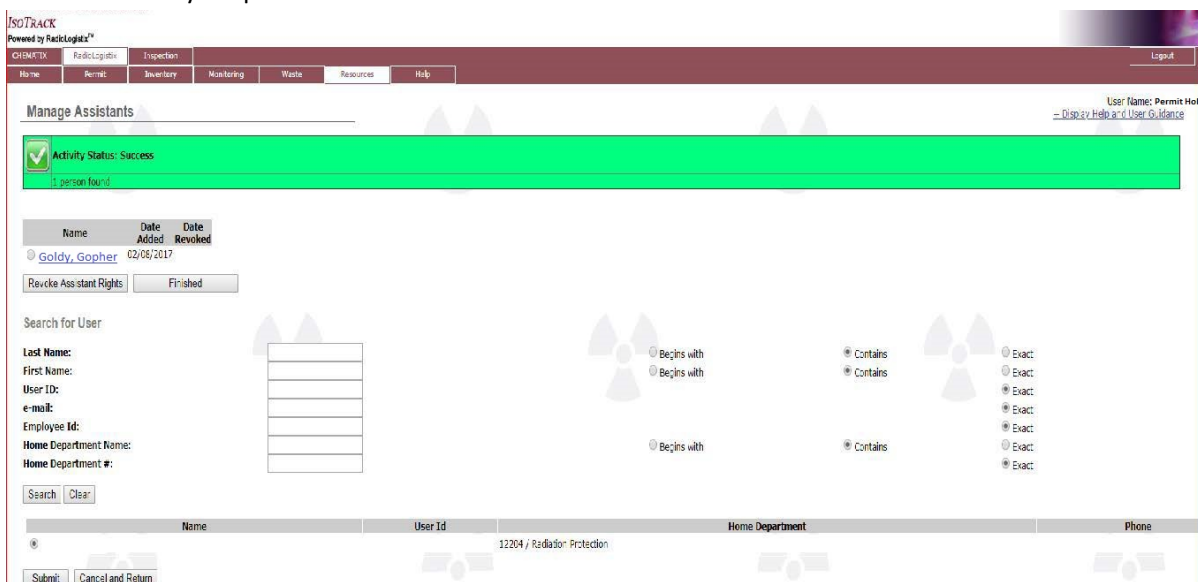
Please contact your auditor with any further questions.