## UNIVERSITY HEALTH & SAFETY



## 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.

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## UNIVERSITY HEALTH & SAFETY



## 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.

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Home	Permit	Inventory	Monitoring	Waste	Resources	Help	
Resou	irce Manag	ement					User Name: Permit Holder Name - Hide Help and User Guidance
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Edit My P	ersonal Informa	ation					
Manage I	<u>Ny Assistants</u>						
View My I	Locations						
Deliver R	adiation Safety	Training for Co-	workers				
Confirm F	Received Radia	tion Safety Train	ing				

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.

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Please contact your auditor with any further questions.

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