



CHEMICAL INVENTORY MANAGEMENT

HELP DESK
334-750-8040

Chematix Website:
<https://chematix.auburn.edu/Chematix/>

RMS Website:
www.auburn.edu/rms

Managing Personnel (Only the PI and Lab Supervisor have this ability)

1. Log in to Chematix using your Auburn username and password.
2. Click the “Resources” tab in the orange toolbar.
3. Click “View My Locations”
4. Select the lab. Click “Manage Personnel”
5. To assign a new user to the lab, click “Search for Personnel to Assign”. Use any information you have to fill in the appropriate field. Click “Search”. A list will appear of any users that match the search criteria. Mark the radio button next to the appropriate user and click “Select User”.
6. Select the appropriate position for the new user. Lab User will be selected as default.
7. To remove a user, unselect all positions for that user and click “Update Role”.