ChemCentral – Self Check-Out

Accessing Purchasing Code
1. Log-in to the RSS Platform homepage (app.riskandsafety.com) by submitting your UCSF email address then your MyAccess credentials
2. Select the ChemCentral store name based on your lab’s location
   a. **Note:** “Weill” is for the Weill Neurosciences Building at Mission Bay, and “Parnassus HSE310” is for Health Sciences East (HSE), Health Sciences West (HSW), and Medical Sciences Building (MSB) at Parnassus Heights
3. Select “My Purchasing Code,” click the “Generate new code” button, and have the QR code readily available based on your preferred source of the copy
   a. For a **physical copy**, click the “Print” button
   b. For a **digital copy**, take a photo of the QR code with your phone’s camera

Placing an Order via Self Check-Out In-Person
1. Gather the products to be purchased at the Self Check-Out Station
2. Click the scanner button once to turn it on and listen for a jingle from the computer to verify the scanner has connected to it successfully
3. Scan the RFID tag and/or QR code sticker of each product into the **Scan product items you want to purchase** field, click the “Checkout” button, and scan the “My Purchasing Code” QR code into the **Scan Purchasing Code** field
4. Select from the drop-down list your lab inventory name in the **Account** field then the fund name in the **Funds** field followed by the location of where the item will go in your lab space in the **Transfer Location** field and click the “Place Order” button

For assistance or more information, contact chemcentral@ucsf.edu