ChemCentral – Account Setup

1. Log-in to the RSS Platform homepage (app.riskandsafety.com)
2. Select the appropriate ChemCentral store based on your lab’s location
   **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

![Welcome to RSS Platform for UCSF](image)

3. Select “Accounts” then the chemical inventory name to purchase products for
4. Click the ellipsis button then one of the *Add* icons and fill in the field information below based on the account detail being added

![Weill Neurosciences Chemical Stockroom](image)

a. Within *Add Fund*, fill in the field information below
   i. **Name**: Name of the fund
   ii. **Type**: Funding information type
      1. For *Ucsf Chartstring*, enter in the field information below
         o **Business Unit**: “SFCMP” for Univ of California CAMPUS
         o **Account**: Transaction type (5 characters)
         o **Fund**: Money source (4 characters)
         o **Dept Id**: Organizational unit responsible (6 characters)
         o **Project**: Transaction activity (7 characters)
         o **Function**: Transaction function (2 characters)
2. For **Ucsf Speed Type**, enter in the field information below
   - **Business Unit**: “SFCMP” for Univ of California CAMPUS
   - **Speed Type**: Chartstring shortcut (6-10 characters)

b. Within **Add Location**, select from the drop-down list the field information below
   i. **Building**: Name of the building
   ii. **Room**: Room number
   iii. **Sublocation**: Specific location in the room

   **Note**: The list of locations comes from your chemical inventory. If the location of interest is not listed, the location must be added to your chemical inventory’s locations first

5. Toggle the “Default” toggler depending on if the fund or location will be the usual one of choice, click the “Save” button, and repeat **Steps 4-5** with the other **Add** icon as necessary