

BioRAFT: Basic Login and Use

- BioRAFT is NAU's compliance management system. It provides employees with access to required safety training for regulatory compliance and/or best work practices. It serves as a Job Hazard Assessment (JHA) for specific tasks. Once the employee information is entered, BioRAFT schedules, reminds, and tracks employee safety training!
- This guide will help you access your own or your employee's information in BioRAFT.
- If you need additional assistance, contact NAU EHS (www.nau.edu/ehs); nauehs@nau.edu.

General Safety Forms

- [Equipment Release Form](#)
- [Confined Space Entry Checklist](#)

Resources

- [A.C.I.D. Automated Chemical Inventory Database](#)
- [Service Request](#)
- [Chemical Information \(SDS\)](#)
- [Pathogen Safety Data Sheets](#)
- [Building/Lab Decommissioning Guide](#)
- [Work Site Hazard Inspection Request Form](#)
- [BioRAFT](#)
- [Safetyhub](#)

- To access BioRAFT, simply go to the NAU EHS website (www.nau.edu/ehs). The link to BioRAFT is near the bottom of the page.
- Once you click this link you'll be taken to NAU's BioRAFT Login screen. You may bookmark the login page for ease of access.
- BioRAFT uses NAU's CAS login system. Use your CAS ID and password to login.

To begin, please login with your institution's (CAS) username and password



A screenshot of a login form. It features two input fields: the first is labeled "Username: *" and contains the text "Nita Makela"; the second is labeled "Password: *" and contains seven dots. Below the fields is a button labeled "Log in".

Welcome to BioRAFT

Welcome to BioRAFT - The Research Management Platform

Please use your E-Mail username and password to login.
(Login process may take several seconds as we verify your username and password.)

When you log in, you will see a home page with several blocks showing relevant announcements, required trainings, and an inbox of messages sent within BioRAFT. On the left side of the screen, you will see groups that you are a part of. Click on the group name to open up a menu of actions you can take within that group.

The screenshot displays the BioRAFT user interface. At the top left is the Earth Institute logo. The top right corner shows the user's name, "Welcome, Arden F McDonald", and navigation links for "Home", "Support", and "Logout".

The main content area is titled "Welcome to BioRAFT". A green banner at the top of this area reads "Please Read: [CDC COVID-19 Information](#)".

On the left side, a sidebar menu is open for the "Machine Shop B" group. The menu items are:

- Machine Shop B
- » View Sub Group Profile
- » Compliance Dashboard
- » Manage Members
- » Send Sub Group Message
- + Research Tools
- + Training
- + Equipment
- + My Account

The main content area contains several blocks:

- Announcements:** Two announcements are listed. The first is dated 03/11/2020 and is titled "Wash Your Hands the Right Way". The second is dated 02/24/2020 and is titled "Spring Cleaning!". A link "View All Announcements" is provided.
- Compliance E-Mail Inbox:** A table of overdue training emails is shown:

Date	Subject
06/20/2019	Overdue On Training
12/07/2018	Update Lab Members
09/10/2018	Overdue On Training
08/01/2018	Overdue On Training

A link "View Entire Inbox" is located below the table.

- Required Training:** The status is "Training Requirements Unknown or Not Set". Links for "Training History" and "Course Directory" are provided.
- SDS Search:** A search box is labeled "Chemical Name or CAS Number:" with a "Search" button.
- ObservNow:** A button with an eye icon and the text "See a safety concern? Click to report it."

On your Group's profile page, you can navigate to different views using the tabs at the top of the page.

You can also find a link to manage your Group's Documents from this page as well, along with links to Spaces and Sub-Groups that can be associated with your group.

Note: you may see more or less tabs depending on what modules are enabled at your institution

The screenshot displays the Earth Institute BioRAFT interface. At the top left is the Earth Institute logo. At the top right, it says "Welcome, Arden F. McDonald" with links for "Home", "Support", and "Logout". The main content area is titled "Machine Shop B" and features a navigation menu on the left with options like "View Sub Group Profile", "Compliance Dashboard", "Manage Members", "Send Sub Group Message", "Research Tools", "Training", "Equipment", and "My Account". A horizontal tab bar at the top of the main content area includes "View", "Edit", "Dashboard", "Members", "Revisions", and "Training". The "Training" tab is highlighted with a red box, and a red arrow points to it from the right. Below the tabs, there is a "View" dropdown menu showing "Spaces", "Sub Groups", and "Equipment". The main content area is divided into sections: "Contact Info" with details for Arden F. McDonald (Group Manager, Mailing Address: 45 Sebring Way, Cambridge, MA, Phone Number: 555-123-1234, Associated Department: Facility Operations), and "Group Members" with a table listing Arden F. McDonald as the Group Manager.

EARTH INSTITUTE

Welcome, Arden F. McDonald
Home | Support | Logout

View | Edit | Dashboard | Members | Revisions | Training

View | Spaces | Sub Groups | Equipment

Machine Shop B

Contact Info

Group Manager: Arden F. McDonald
Mailing Address: 45 Sebring Way
Cambridge, MA
Phone Number : 555-123-1234
Associated Department: [Facility Operations](#)

Group Members

Name	Email	Designation	
McDonald, Arden	Arden.F.McDonald@bioraft.org	Group Manager	Edit

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Clicking on the “Members” tab will allow you to view and add members to your group.

Earth Institute logo and navigation links: Welcome, Arden F. McDonald, Home | Support | Logout

Navigation tabs: View, Edit, Dashboard, **Members**, Revisions, Training

Sub-navigation: Members | Manage Job Activities | Members History

Machine Shop B Members

Name	Email	Designation	
McDonald, Arden	Arden.F.McDonald@biocraft.org	Group Manager	Edit

Add a member

Name:

Designation:

Optional Access in BioRAFT:

- Edit Basic Group Information
- Edit Group Equipment Inventory
- Submit Group Hazardous Waste Pickup Requests

Job Activities

Biological, Chemical, Physical, Electrical, Exposures, Heights, Machining, Vehicles, General

- Exposed to Hot or Cold Environments
- Exposed to Slip Trip and Fall Hazards
- Performs Landscaping

URL: https://earth.biocraft.com/node/1715941/users#tabs-234_checkboxes0-3

You can add a member to your group using the “Add a member” block. To add a user:

- The lookup field under “Name” will search your institution’s directory. Start typing a name and BioRAFT will provide a list of matches from the directory.
- Add a designation for this user, from either “Group Manager” or “Group Member”
- Select any applicable Job Activities for this user.

- When done, click “lookup/add”

Job Activities

Biological Chemical **Physical** Electrical Exposures Heights

Machining Vehicles General

- Exposed to Hot or Cold Environments
- Exposed to Slip Trip and Fall Hazards
- Performs Landscaping
- Performs Shoveling
- Works with Shop Equipment ⓘ
- Collects/Handles Hazardous Waste
- Exposed to Strong Magnetic Fields ⓘ
- Operates Heavy Machinery
- Performs Extermination
- Performs Heavy Lifting
- Performs Welding
- Performs work in a Laboratory Environment
- Works in Areas that Require Hearing Protection ⓘ
- Works in Confined Spaces ⓘ
- Works with Electrical Systems
- Works with High Voltage (>600 V) ⓘ
- Works with Materials that Require a Respirator ⓘ

[Configure Defaults](#)

Lookup / Add

Adding group members requires a secure directory lookup against personnel databases and may take over 30 seconds to process. **Please only click Add Once.** Thank you for your patience.

- BioRAFT may take several moments to add the user, and when it is done it will reload the page with a success message:

Welcome, Arden F. McDonald
Home | Support | Logout

View Edit Dashboard Members Revisions Training

Members | Manage Job Activities | Members History

Machine Shop B Members

'Utah, Johnny' has been added to this group.

These changes may take up to five minutes to take effect throughout the system.

Name	Email	Designation	
McDonald, Arden	Arden.F.McDonald@bioraft.org	Group Manager	Edit
Utah, Johnny	Johnny.Utah@bioraft.org	Group Member	Edit Remove

Add a member

Name:

Designation:

Optional Access in BioRAFT

- Edit Basic Group Information
- Edit Group Equipment Inventory
- Submit Group Hazardous Waste Pickup Requests

Job Activities

Biological Chemical Physical Electrical Exposures Heights
Machining Vehicles General

- Changes can be made to each user's Job Activities by clicking the "Edit" link next to their name in the Members Table. Users can be removed from the group here as well.

THANK YOU

- BioRAFT provides different levels of access, dashboard, and toolkit options based on each individual's needs or position within the department.
- If you need assistance with advanced BioRAFT options, or if your position and access needs have changed, please contact EHS for assistance.
- www.nau.edu/ehs
- nauehs@nau.edu