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.
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.

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

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

• 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.
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