

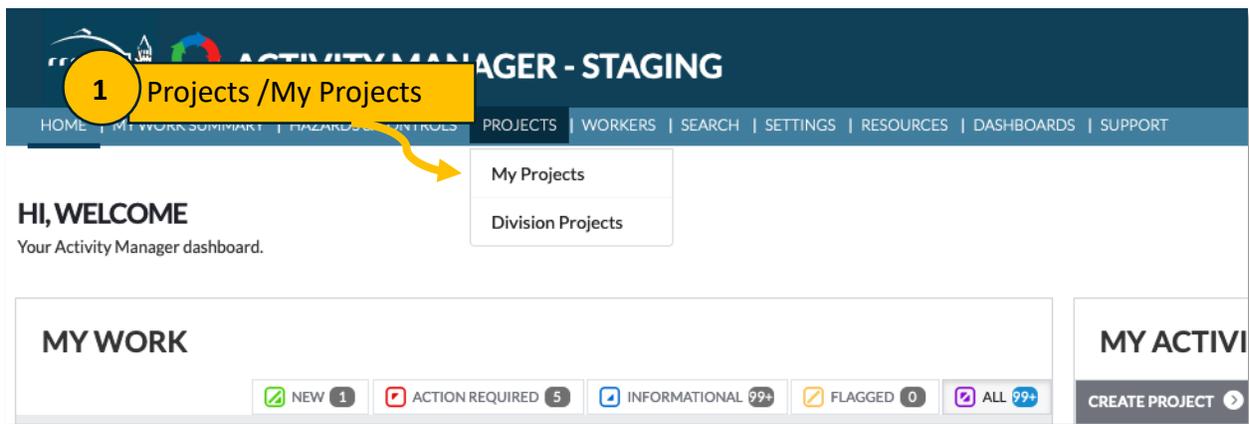
How to Assign and Authorize Workers

This step-by-step is for Activity Leads and Activity Lead Designees.

This tutorial shows how to add a worker to one or multiple activities and assign their authorization level.

START: Login to Activity Manager <https://wpc-am.lbl.gov/>

Step 1: From the home page, select PROJECTS / My Projects



Step 2: Click Assign Workers

MY PROJECTS

activities are within 1 month of renewal
activities have exceeded the renewal date

ACTINIDE CHEMISTRY GROUP LABORATORY WORK

Project No.: P-CH-003 Project Lead: Abergel,Rebecca Julie Safety Coordinator: Neitzel,Martin L [View Project](#)

ACTIVITY ID	ACTIVITY NAME	ACTIVITY LEAD	STATUS	RISK LEVEL	RENEWAL DATE	SUPERVISOR APPROVAL	WORKER ACCEPTANCE	TRAININGS COMPLETE	
CH-0312	Use of ozone to oxidize aqueous metals	Minasian,Stefan George	ACTIVE	3	1/8/2025	✓	✓	✓	▼
CH-0101	Driving radioactive material offsite	Minasian,Stefan George	ACTIVE	3	6/24/2024	✓	✓	—	▼

Step 3: Add worker to Activities

- A. Add Worker
- B. Select Activities you want to add them to
- C. Set their Authorization level
- D. Click Save

Please select the activity or activities, then search and select the worker and click on Add worker button (If adding more than one worker, repeat the process). Click Save.

Basore, James D

A Input worker's name

Worker(s) added to selected activity or activities

SELECT ACTIVITY	ACTIVITY ID	ACTIVITY NAME	PROJECT NAME	AUTHORIZATION LEVEL
<input checked="" type="checkbox"/>	CH-0312	Use of ozone to oxidize aqueous metals	Actinide Chemistry Group Laboratory Work	<input checked="" type="checkbox"/> Not Authorized to Work <input checked="" type="checkbox"/> Authorized to Work under Direct Supervision <input type="checkbox"/> Authorized to Work <input type="checkbox"/> Not Authorized to Work
<input type="checkbox"/>	CH-010	Driving radioactive material offsite	Actinide Chemistry Group Laboratory Work	<input type="checkbox"/> Not Authorized to Work
<input checked="" type="checkbox"/>	CH-0113	Glass Blowing	Actinide Chemistry Group Laboratory Work	<input type="checkbox"/> Not Authorized to Work
<input type="checkbox"/>	CH-0056	Using HF	Actinide Chemistry Group Laboratory Work	<input type="checkbox"/> Not Authorized to Work
<input checked="" type="checkbox"/>	CH-0170	Handling of 232-Th and 238-U TEM samples	Actinide Chemistry Group Laboratory Work	<input type="checkbox"/> Not Authorized to Work
<input checked="" type="checkbox"/>	CH-0009	RWA 1113 - Uranium and Thorium Chemistry	Actinide Chemistry Group Laboratory Work	<input type="checkbox"/> Not Authorized to Work
<input type="checkbox"/>	CH-0305	Mounting 232-Th and 238-U crystals at	Actinide Chemistry Group Laboratory Work	<input type="checkbox"/> Not Authorized to Work

B Check Activities you want to add worker to

C Set their Authorization level

D Save when done

Save Close

101 Driving radioactive material Minasian, Stefan George COLLABORATION 3 6/24/2024