CONFIRMING YOUR REGISTER

PLEASE NOTE – The confirmation of registers will be required to be done each year during January by Heads of Departments. The “Confirm Register” button will only be available for this period of time.
Accessing Your Register in RiskNET (1)

From the Safety Services home page – click on “Use RiskNET tools

Enter your UCL username/- password on the single sign-on screen (this is the same username/-password that you use for MyView)
From the RiskNET home page – click on the “Responsible Persons Register” icon
Search for a Register (1)

On the navigation page click on “Search for a Register”
In Filter Items, click on dropdown and choose “Title”.
Enter search terms for your Dept in ‘Title Contains’ eg Geography then click “Search”.

When the search has completed Click on the “Register Reference No.” you want to open your register.
Confirming Your Register (1)

Click the “Confirm Register” button.
Confirming Your Register (2)

If the pop-up screen displays a warning as shown here this indicates that there is missing information in the Register. In this case no one has been entered as a Fire Evacuation Marshal.

If this is the case you should contact your DSO.
If there are no warnings then click the “Confirm Register” button.
Confirming Your Register (4)

The date of confirmation will now appear at the top right of the register.

You can now exit riskNET by closing your browser window.