

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)

The screenshot shows the UCL Safety Services website. At the top, there is a navigation bar with "UCL SAFETY SERVICES" and "SafetyNET". Below this is a search bar and a breadcrumb trail: "UCL Online >> UCL Estates >> SafetyNET". A left-hand menu lists various options: "A-Z", "RiskNET tools", "Training", "Report an incident", "FAQs", and "Contact us". A red arrow points from the text "Use RiskNET tools" to the "RiskNET tools" menu item. Another red arrow points from the text "Use RiskNET Tools" to a button labeled "Use RiskNET Tools" in a sidebar. The sidebar also contains "A-Z of UCL safety guidance" (with a sub-link "Find out more about RiskNET tools") and "Report an incident". The main content area features a header "SafetyNET - health and safety at UCL" and several informational panels, including one about UCL's objective and another about contact information. At the bottom, there is a "UCL Single Sign-on" form with fields for "UCL username:" and "UCL password:" and a "Login" button. A red arrow points from the text "Enter your UCL username/- password..." to the "UCL username:" field.

UCL Home > Single Sign-on

UCL Single Sign-on

UCL members: in order to access this resource, please enter your UCL computer account details in the boxes below and click "Login".

UCL username:

UCL password:

Accessing Your Register in RiskNET (2)

riskNET
UCL

User Account: jblac23
System Configuration

ONLINE HELP

Spotlight

GM risk assessments:
Any GM risk assessments submitted from 20/11/2013 will be reviewed at the next meeting of the UCL GM...
[see more>](#)

Good Afternoon JONATHAN
Welcome to the riskNET Software System.

 Incident Management	 Management Reports	 Risk Assessment
 Workstation DSE Assessment	 Audit & Inspection	 Document Library
 Responsible Persons Register		

QUICK LINKS

Report New Incident

myActions

> Actions overdue: **0**
> Actions due within 7 days: **0**

[more>](#)

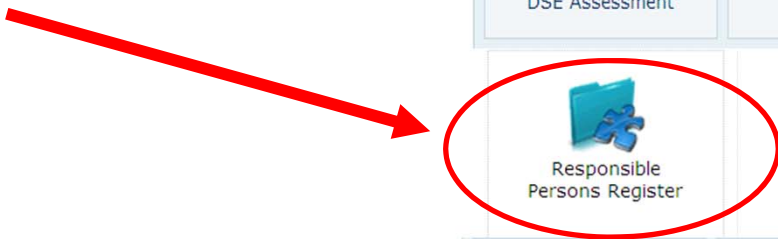
myReports

Most frequently used:

> [Intervention Board O/S action...](#)
> [Team Meeting actions](#)

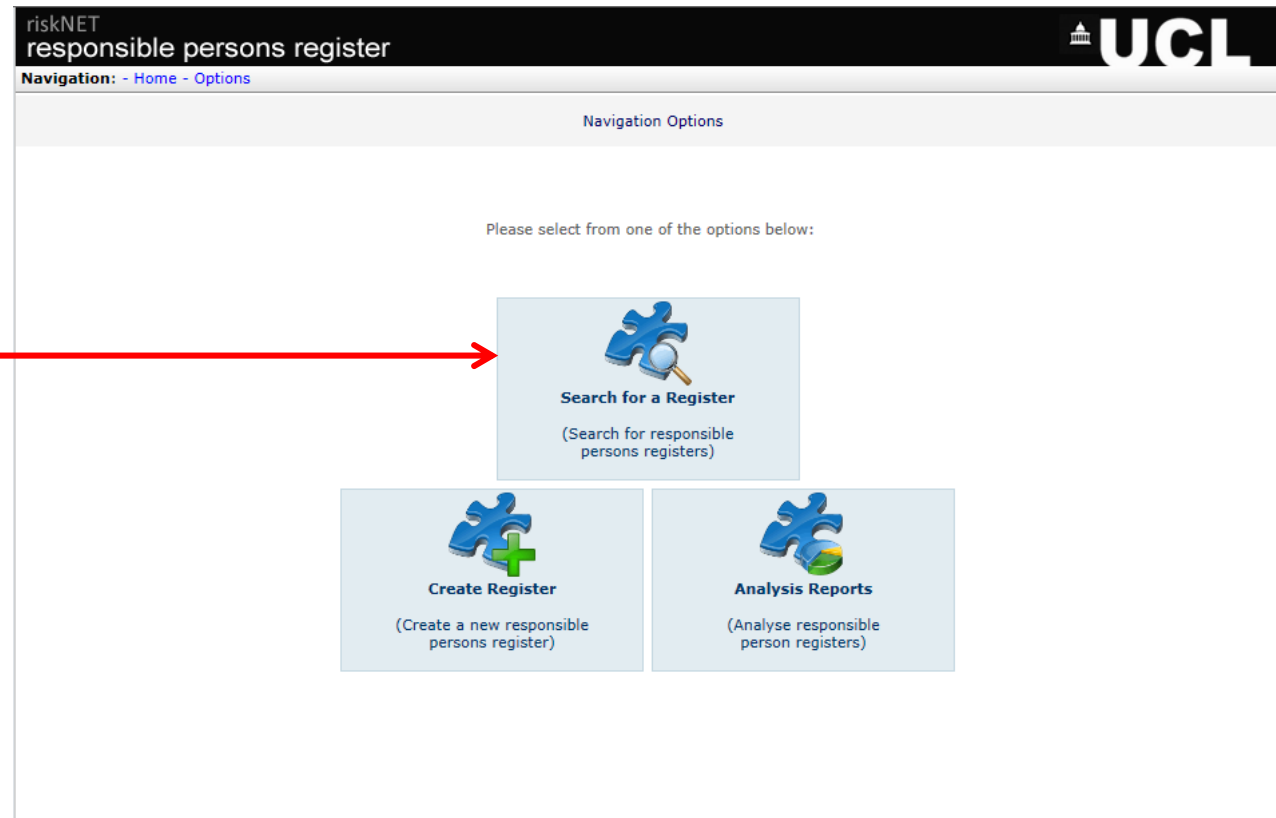
[more>](#)


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"





riskNET
responsible persons register 


Navigation: - [Home](#) - [Options](#)

Navigation Options

Please select from one of the options below:

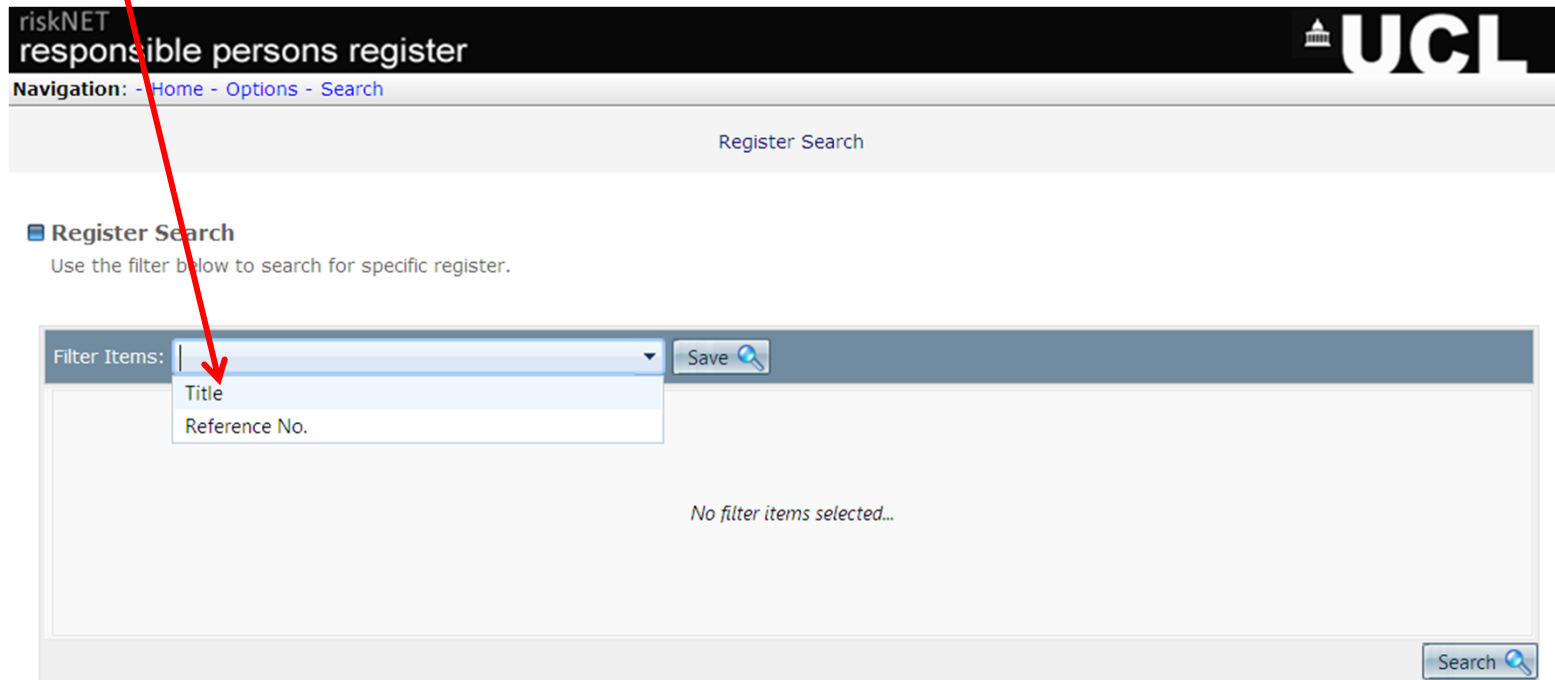

Search for a Register
(Search for responsible persons registers)


Create Register
(Create a new responsible persons register)


Analysis Reports
(Analyse responsible person registers)

Search for a Register (2)

In Filter Items, click on dropdown and choose "Title".

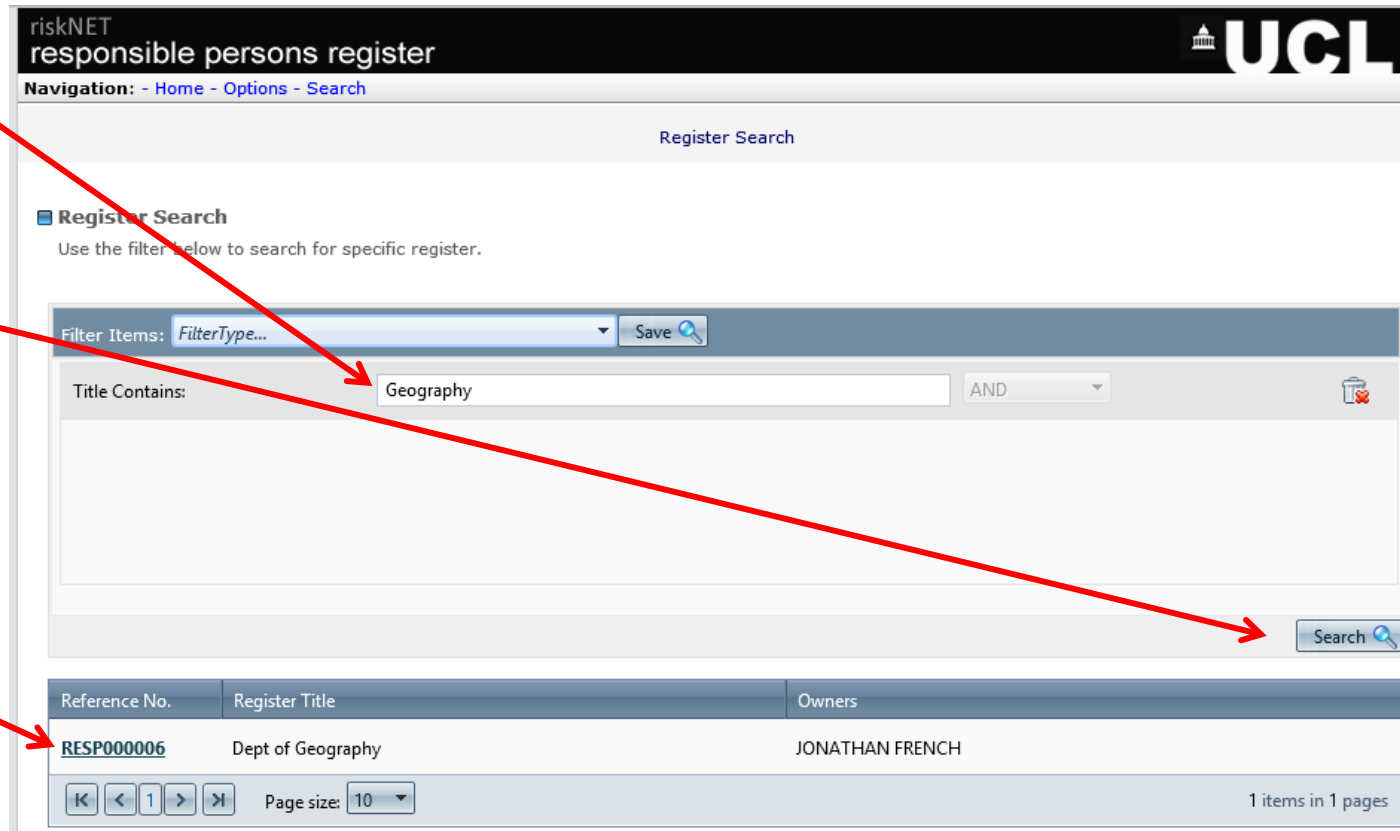


The screenshot shows the 'riskNET responsible persons register' interface. The page title is 'responsible persons register' and the navigation path is '- Home - Options - Search'. The main heading is 'Register Search' with a subtitle 'Use the filter below to search for specific register.' Below this, there is a 'Filter Items' section with a dropdown menu. The dropdown menu is open, showing two options: 'Title' and 'Reference No.'. A red arrow points to the 'Title' option. To the right of the dropdown menu is a 'Save' button with a magnifying glass icon. At the bottom right of the filter section is a 'Search' button with a magnifying glass icon. The text 'No filter items selected...' is displayed in the center of the filter section.

Search for a Register (3)

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.



riskNET
responsible persons register

Navigation: - Home - Options - Search

Register Search

Register Search
Use the filter below to search for specific register.

Filter Items: Save

Title Contains: AND

Search

Reference No.	Register Title	Owners
RESP000006	Dept of Geography	JONATHAN FRENCH

Page size: 10 1 items in 1 pages

Confirming Your Register (1)

riskNET

responsible persons register

Navigation: - [Home](#) - [Options](#) - [Search](#) - [Responsibilities Register](#)

Responsible Persons Record Details

Confirm Register
Print

Reference No. RSP000121

Last Confirmed: Register not yet confirmed

Ownership

Register

Actions

History

Scope of Record

Please ensure that you have given the record a title to enable ease of identification (e.g. Faculty of Laws) and then assign to the record the relevant owner(s). You should also add details as appropriate of any other person(s) you wish to act as a record co-ordinator.

Record Title:

Head of Division/Dept

Register Co-ordinator(s)
 Add Co-ordinator

Name
PAUL STIRK

Page size: 5

Click the "Confirm Register" button.



Confirming Your Register (2)

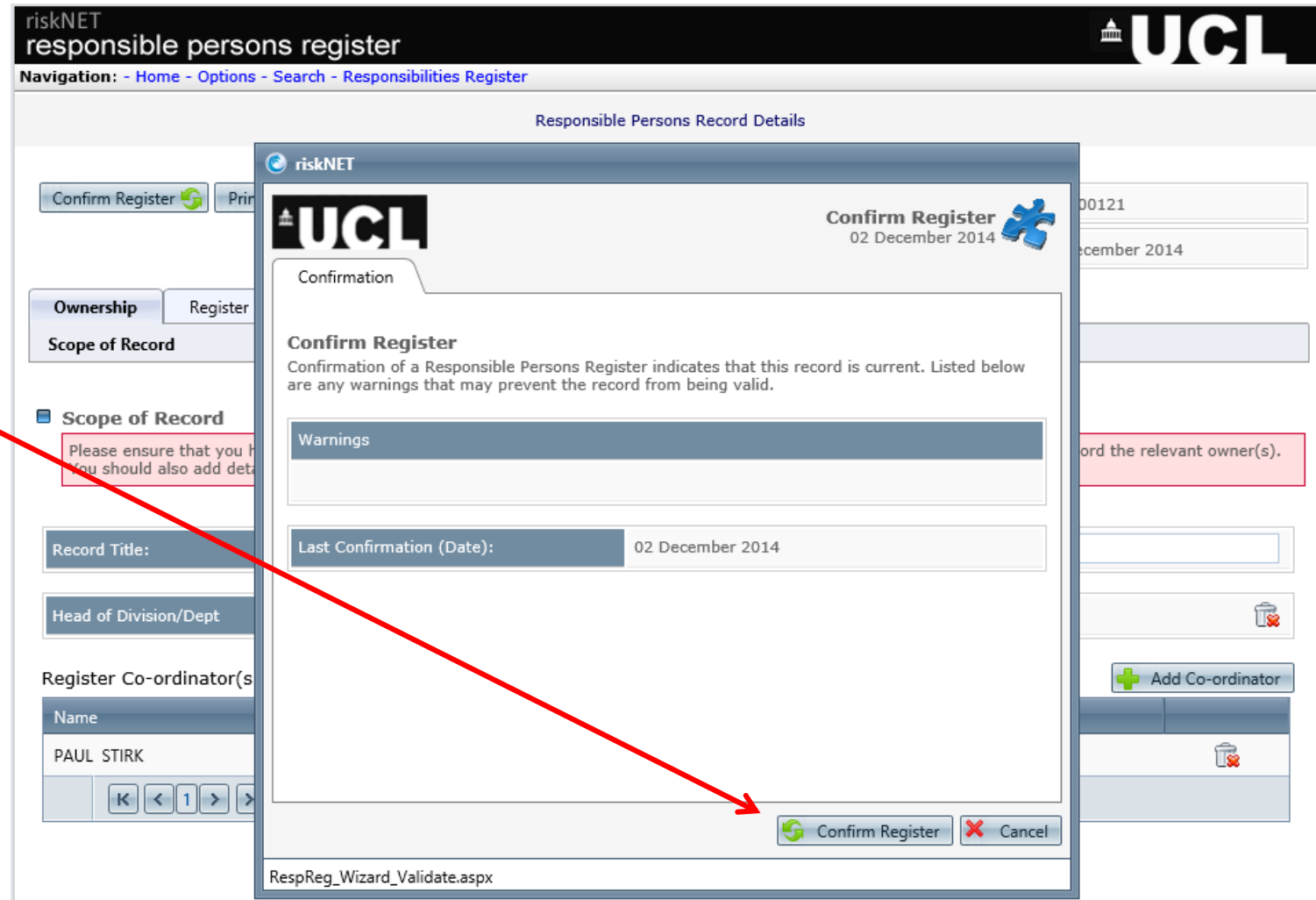
If the pop-up screen displays a warning as shown here this indicates that there is missing information in the Register. In this case no one has been entered as a Fire Evacuation Marshal.

If this is the case you should contact your DSO.

The screenshot shows the 'riskNET responsible persons register' interface. A 'Confirm Register' pop-up window is displayed over the main page. The pop-up has a 'UCL' logo and the text 'Confirm Register 02 December 2014'. It contains a 'Confirmation' section with the heading 'Confirm Register' and the text: 'Confirmation of a Responsible Persons Register indicates that this record is current. Listed below are any warnings that may prevent the record from being valid.' Below this is a 'Warnings' section with a single warning: 'Responsibility Type: Fire Evacuation Marshal (FEM)' accompanied by a yellow warning icon. At the bottom of the pop-up are 'Confirm Register' and 'Cancel' buttons. The background page shows the 'Responsible Persons Record Details' for a record with ID '00121'. The 'Scope of Record' section is highlighted with a red box and contains the text: 'Please ensure that you have entered the relevant owner(s). You should also add details of the relevant owner(s)'. A red arrow points from this text to the warning in the pop-up. The 'Record Title' field is empty, and the 'Head of Division/Dept' field is empty. The 'Register Co-ordinator(s)' section shows the name 'PAUL STIRK'.

Confirming Your Register (3)

If there are no warnings then click the “Confirm Register” button.





The screenshot displays the 'riskNET responsible persons register' interface. The main window shows 'Responsible Persons Record Details' for a record with ID 00121, last confirmed on 02 December 2014. The 'Confirm Register' dialog box is open, showing a 'Confirmation' tab with the following text: 'Confirm Register. Confirmation of a Responsible Persons Register indicates that this record is current. Listed below are any warnings that may prevent the record from being valid.' Below this text is a 'Warnings' section which is currently empty. At the bottom of the dialog box, there are two buttons: 'Confirm Register' (with a green circular arrow icon) and 'Cancel' (with a red X icon). A red arrow points from the text on the left to the 'Confirm Register' button in the dialog box. The background interface includes a navigation menu with 'Home', 'Options', 'Search', and 'Responsibilities Register'. The record details include fields for 'Record Title', 'Head of Division/Dept', and 'Register Co-ordinator(s)' with the name 'PAUL STIRK'.

Confirming Your Register (4)

riskNET
responsible persons register

Navigation: - Home - Options - Search - Responsibilities Register

Responsible Persons Record Details

Confirm Register  Print 

Reference No. RSP000121

Last Confirmed: 02 December 2014


Ownership Register Actions History


Scope of Record


Scope of Record





Please ensure that you have given the record a title to enable ease of identification (e.g. Faculty of Laws) and then assign to the record the relevant owner(s). You should also add details as appropriate of any other person(s) you wish to act as a record co-ordinator.

Record Title: test dept

Head of Division/Dept PAUL STIRK 

Register Co-ordinator(s)  Add Co-ordinator

Name
PAUL STIRK 

  1   Page size: 5

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

You can now exit riskNET by closing your browser window