

HOW TO ENTER EXTERNAL TRAINING INTO UA BIORAFT

- 1) Log onto UA BioRAFT by going to www.ua.bioraft.com. Log into the BioRAFT system with your Mybama credential
- 2) Select your lab by PI's name from the menu on the left to expand.
- 3) Select "View Lab Profile" to access the lab group's BioRAFT profile information.
- 4) Select "Documents" from the submenu at the top
- 5) Select "Attach a New Document"
- 6) Complete the "Submit Document" form, attach the file by selecting "Choose File", then submit. EHS recommends naming the attached document in a specific format such as FirstName LastName_Safety Training Description (example: Jane Doe_Safety Training Transcript 2022)

The screenshots illustrate the following steps:

- Screenshot 1:** The left navigation menu is expanded to show the 'raft5 Lab' selected. The 'View Lab Profile' option is highlighted in yellow.
- Screenshot 2:** The 'Documents' tab is selected in the top navigation bar. The 'raft5 Lab Documents' page shows a table with one document: 'BSC_Training_2020_722.pdf'. The 'Attach a New Document' button is highlighted in yellow.
- Screenshot 3:** The 'Submit Document' form is shown. The 'File Type' is set to 'General' and 'Chem' is selected under 'Classification'. The 'File to attach' section shows a file named '2022-UA-Ch...d JJCB pptx' selected. The 'Description' field contains 'Training Transcript'. The 'Submit' button is highlighted in yellow.
- Screenshot 4:** The 'Documents' page after submission. A green banner at the top states 'Your Document has been created.' The table now includes the new document: '2022-UA-Chemical-S_722.pdf'.