



**CESA 10**  
**MSDSonline Reference Guide**  
**For Read Only Users**

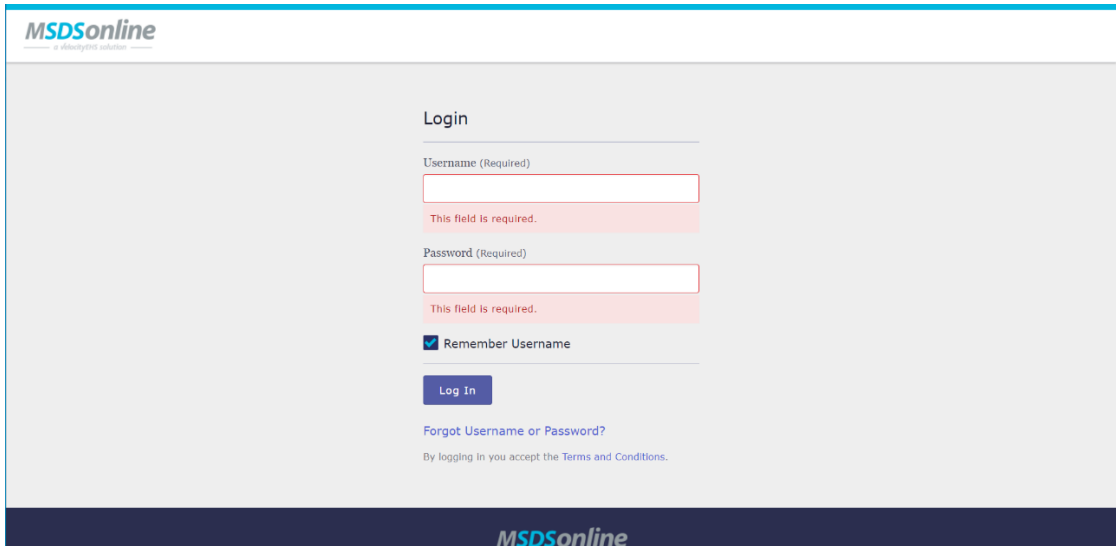
Created: 9-17-13  
Revised 12-21-21

1. To log on, go to this address <https://login.ehs.com/>
2. Or go to the MSDS link on the client website under the Staff resources tab.

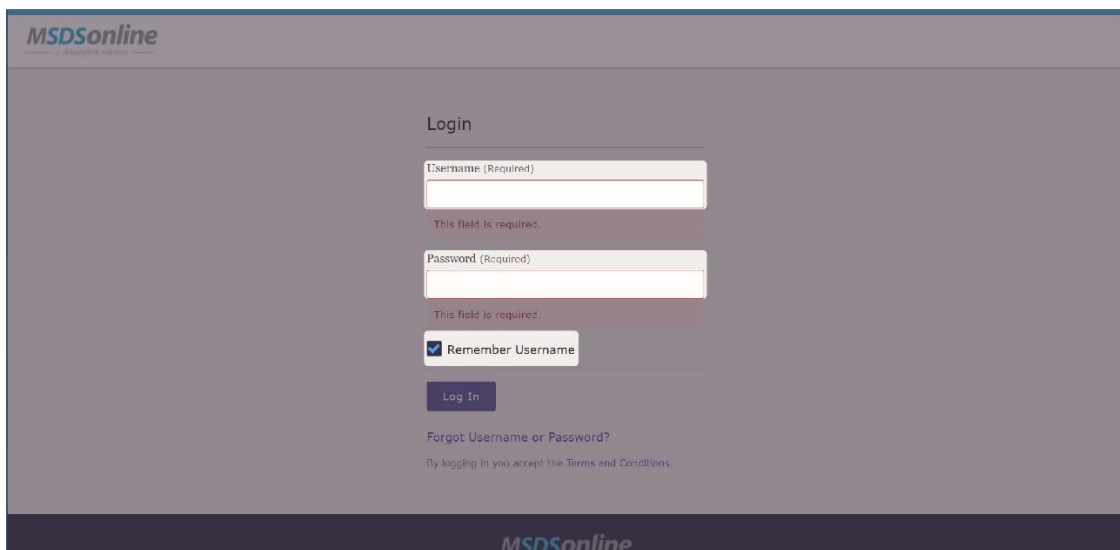
1. You will enter your client's username and password.

Username: **Holmen**

Password: **Vikings#1**



The screenshot shows the MSDSonline login page. The header includes the MSDSonline logo and tagline "a safety solution". The main content area is titled "Login" and contains two input fields: "Username (Required)" and "Password (Required)". Both fields have red error messages below them that say "This field is required." Below the password field is a checked checkbox labeled "Remember Username". A blue "Log In" button is positioned below the checkbox. At the bottom of the form, there is a link for "Forgot Username or Password?" and a small note: "By logging in you accept the Terms and Conditions." The footer of the page features the MSDSonline logo.

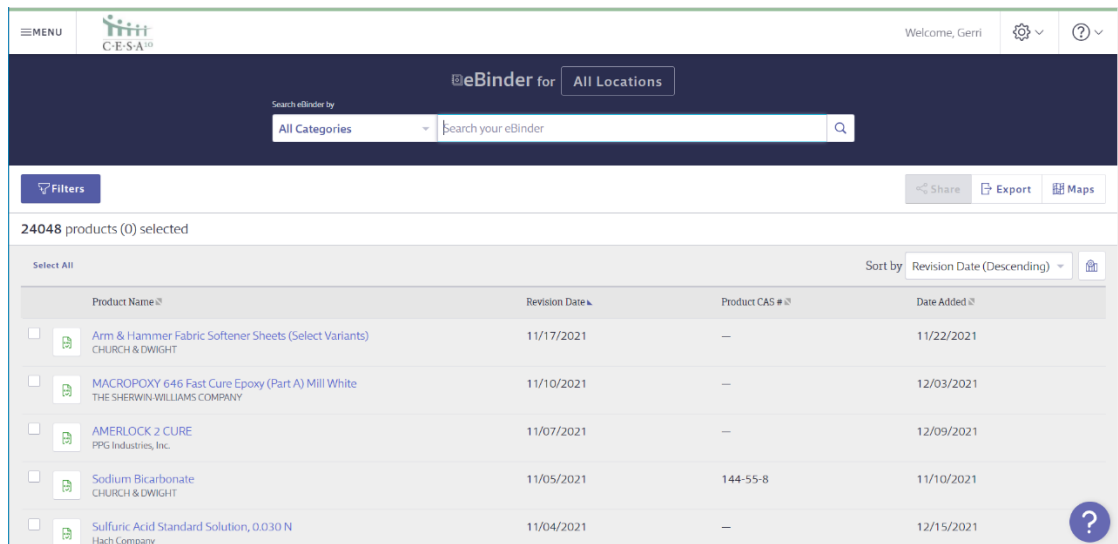


This screenshot is identical to the one above, showing the MSDSonline login page with the "Remember Username" checkbox checked. However, the entire page is overlaid with a semi-transparent grey rectangle, which likely represents a step in a tutorial or a placeholder for a video.

2. Also, check the "Remember Username" box so you don't have to retype this every time you log in. Additionally, add this page to your favorites list.
3. The first time you log in, the program will ask you to choose a default language. Pick your

language of choice. In this system you only have the option of viewing your school client's eBinders. Whether you choose your school client or all locations you will be have access to your client information.

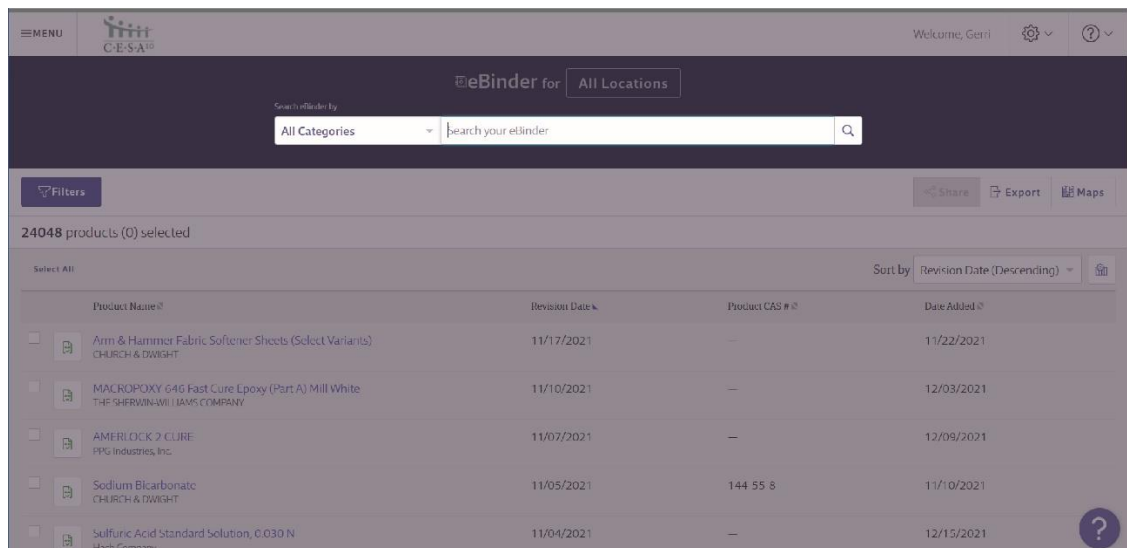
- Once you have made your selections, check the box that says "Don't show this window again," then click save. You will not have to do this step again if you continue to use the same computer to access the system.
- Once you've logged in, the screen should look like this. To search for a SDS click on the "Search your eBinder" bar. It is already set to search all categories.



The screenshot shows the 'eBinder for All Locations' interface. At the top, there is a navigation menu with the C-E-S-A<sup>10</sup> logo and a user greeting 'Welcome, Gerri'. Below this is a search bar labeled 'Search eBinder by' with a dropdown menu set to 'All Categories' and a search input field containing 'search your eBinder'. To the right of the search bar are buttons for 'Share', 'Export', and 'Maps'. Below the search bar, it indicates '24048 products (0) selected'. A 'Filters' button is on the left, and a 'Sort by' dropdown is set to 'Revision Date (Descending)'. The main content is a table with the following columns: Product Name, Revision Date, Product CAS #, and Date Added. The table lists five products:

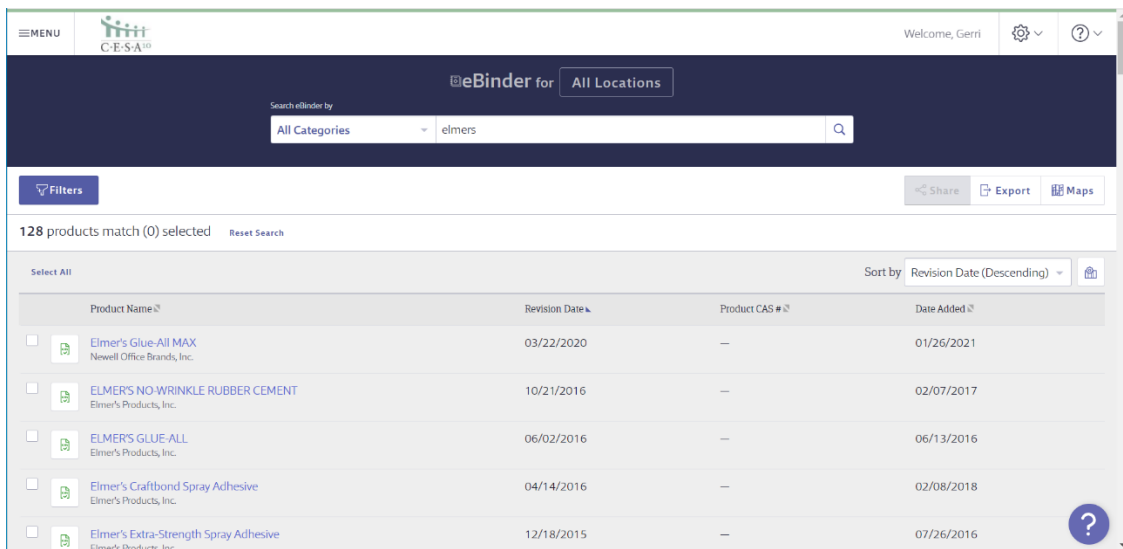
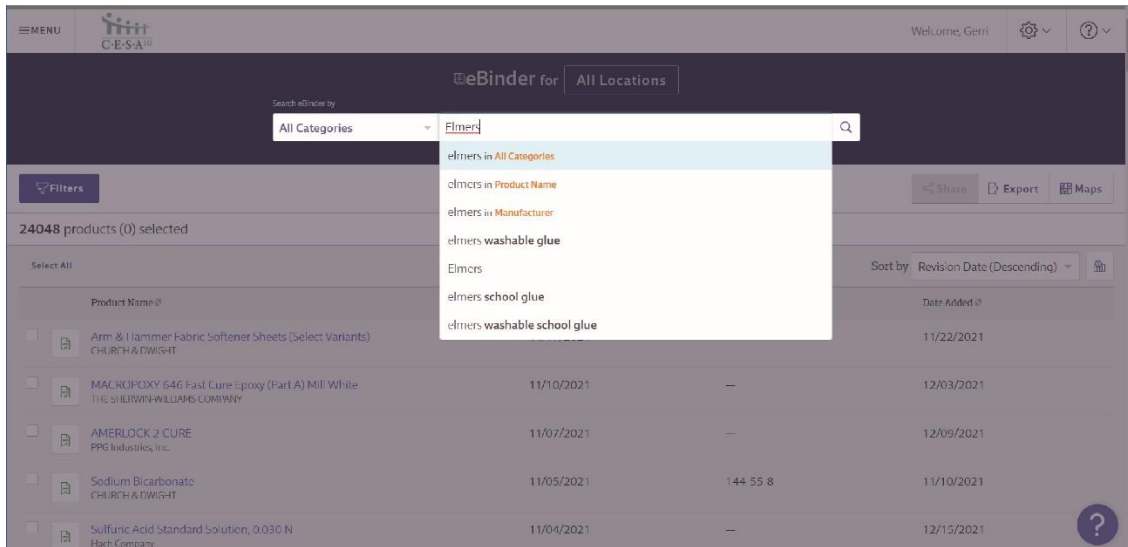
Product Name	Revision Date	Product CAS #	Date Added
Arm & Hammer Fabric Softener Sheets (Select Variants) CHURCH & DWIGHT	11/17/2021	—	11/22/2021
MACROPOXY 646 Fast Cure Epoxy (Part A) Mill White THE SHERWIN-WILLIAMS COMPANY	11/10/2021	—	12/03/2021
AMERLOCK 2 CURE PPG Industries, Inc.	11/07/2021	—	12/09/2021
Sodium Bicarbonate CHURCH & DWIGHT	11/05/2021	144-55-8	11/10/2021
Sulfuric Acid Standard Solution, 0.030 N Hach Company	11/04/2021	—	12/15/2021

- Type the chemical or product name you would like to search for in the Search field. Click the Search button.

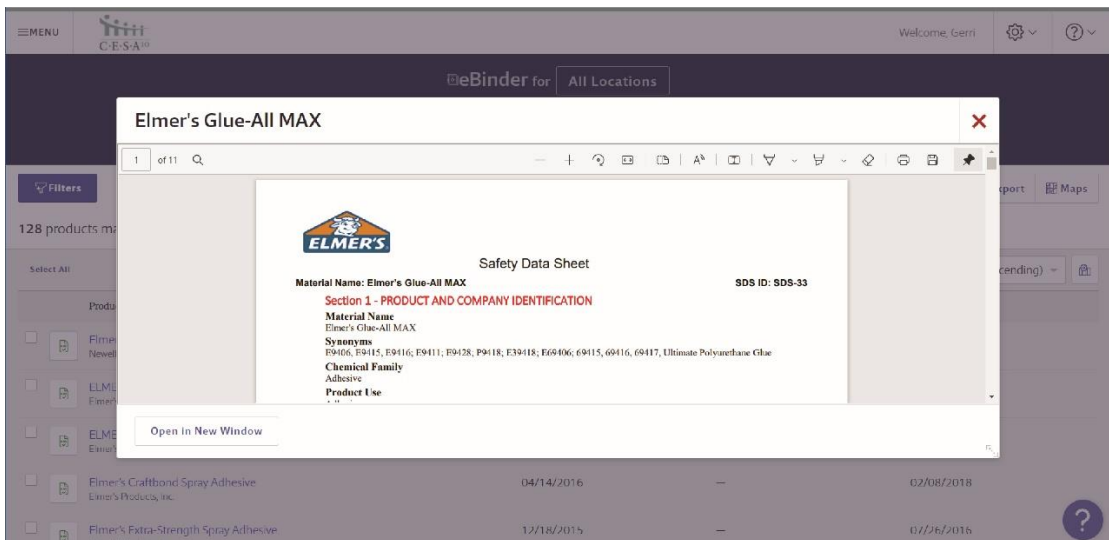
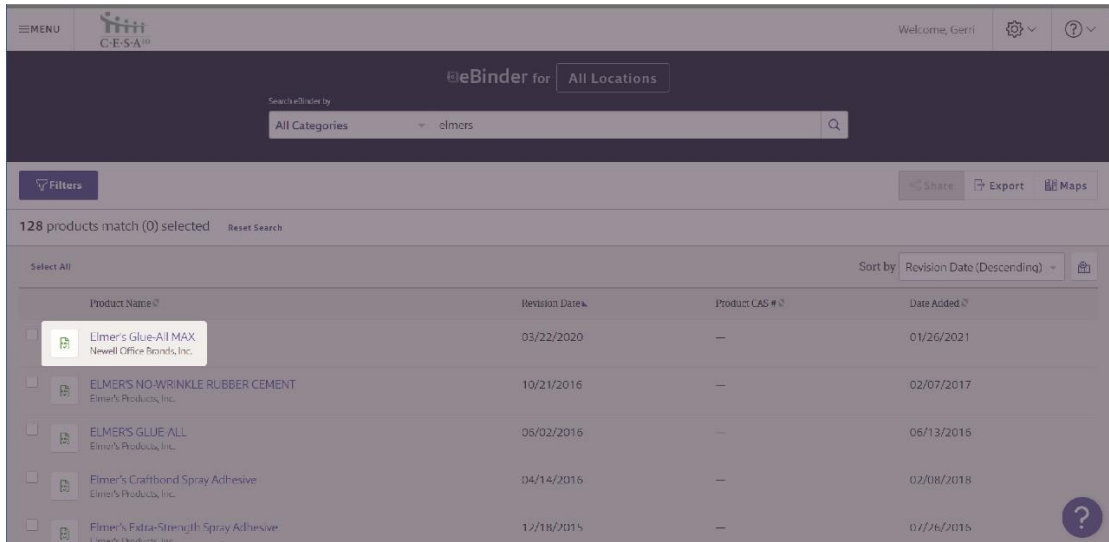


This screenshot is identical to the previous one, but the search input field now contains the text 'Arm & Hammer Fabric Softener Sheets (Select Variants)'. The rest of the interface, including the table of products, remains the same.

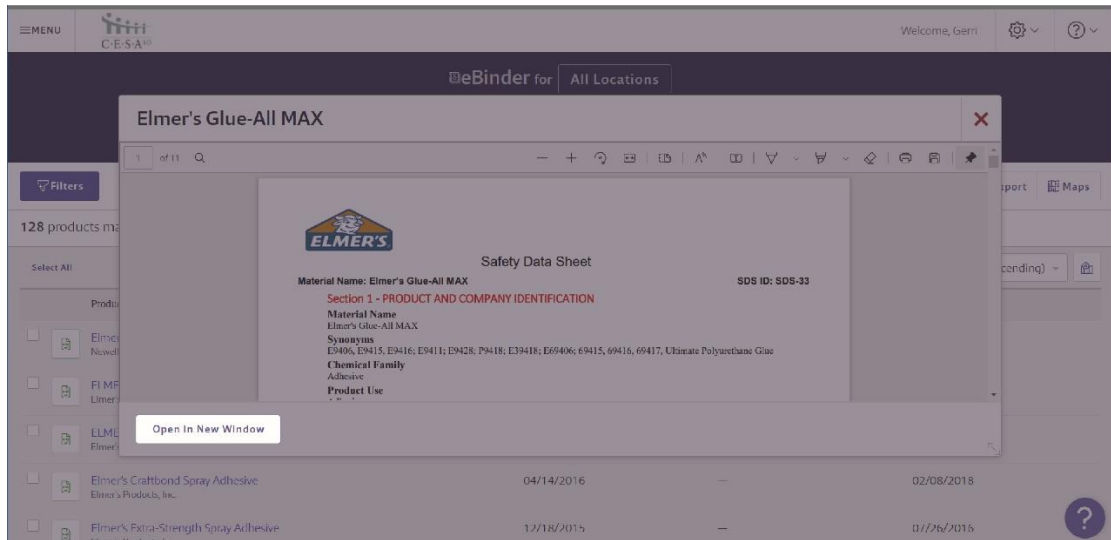
7. As you begin typing, the search bar will begin to suggest possible matches to your search. This function is similar to that of any search engine.



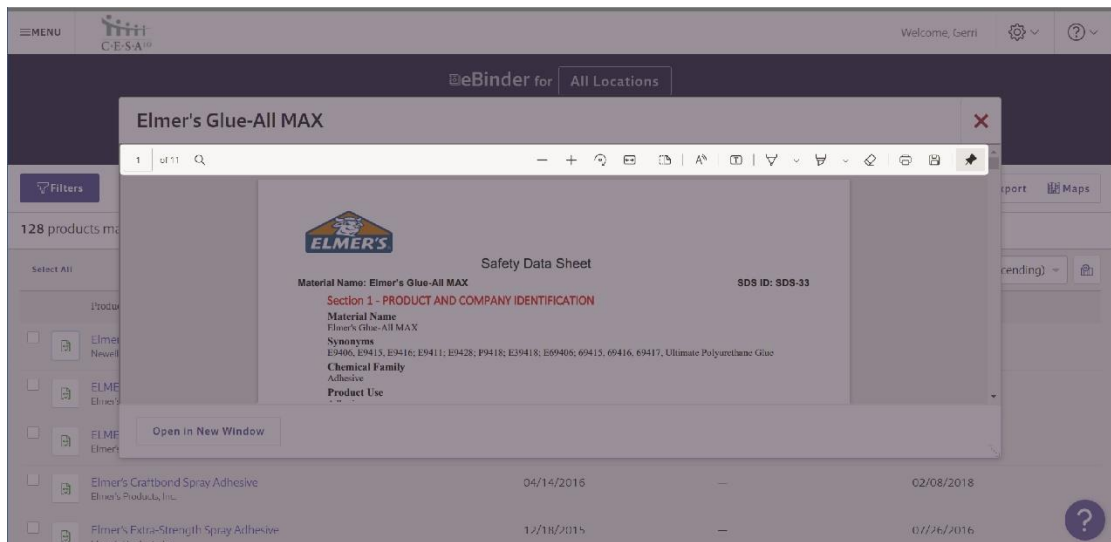
8. When you would like to view the full SDS of the product you have selected, click on the PDF icon.



- Once you have selected the PDF you would like to view, the SDS will appear in a separate window on your screen. You may open the PDF to full screen by using the “Open in New Window” button.



10. Once the PDF is opened, you may scroll through the document, and review it as needed. Also, in the bottom right corner, you will be given the option to save, print, or resize the document.



12. There is also an emergency 888 number that staff can utilize in emergency situations.

# MSDSonline

— a VelocityEHS solution —

## Material Safety Data Sheets



### Online Access

Log onto <https://login.ehs.com/>  
on the company intranet.



### Contact MSDSonline

#### **IN CASE OF EMERGENCY ONLY:**

To have a MSDS faxed to you,  
contact **1-888-362-7416**.

24 hours/day – 7 days/week

Please have the following information  
on hand when calling;

- **Product Name**
- **Manufacturer Name**
- **Your Fax Number**
- **Product Code**

Reference Cooperative Educational Service Agency #10

If you have questions, you can always contact your Environmental Health and Safety Consultant.

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