MSDSonline
a VelocityEHS solution

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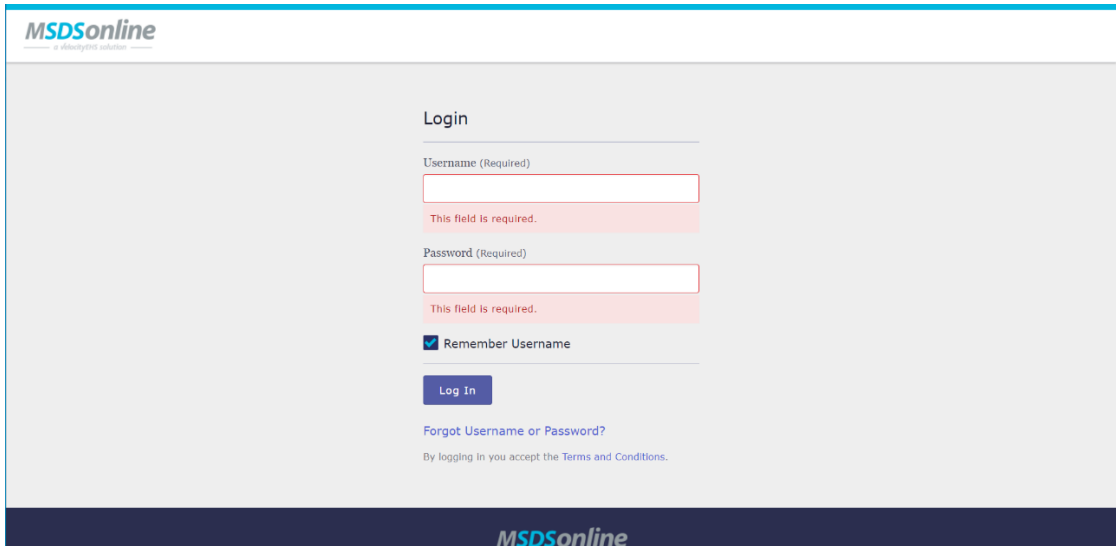**MSDSonline Reference Guide**
For Read Only Users

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

C·E·S·A 10
Facilities Management Services

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.
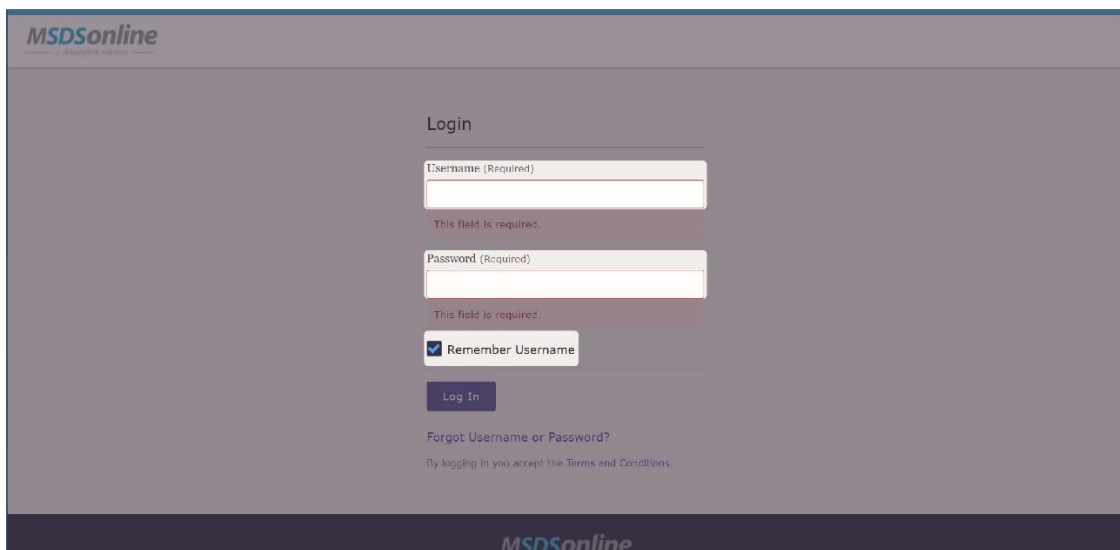
1. You will enter your client's username and password.
   Username: **Holmen**
   Password: **Vikings#1**

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.
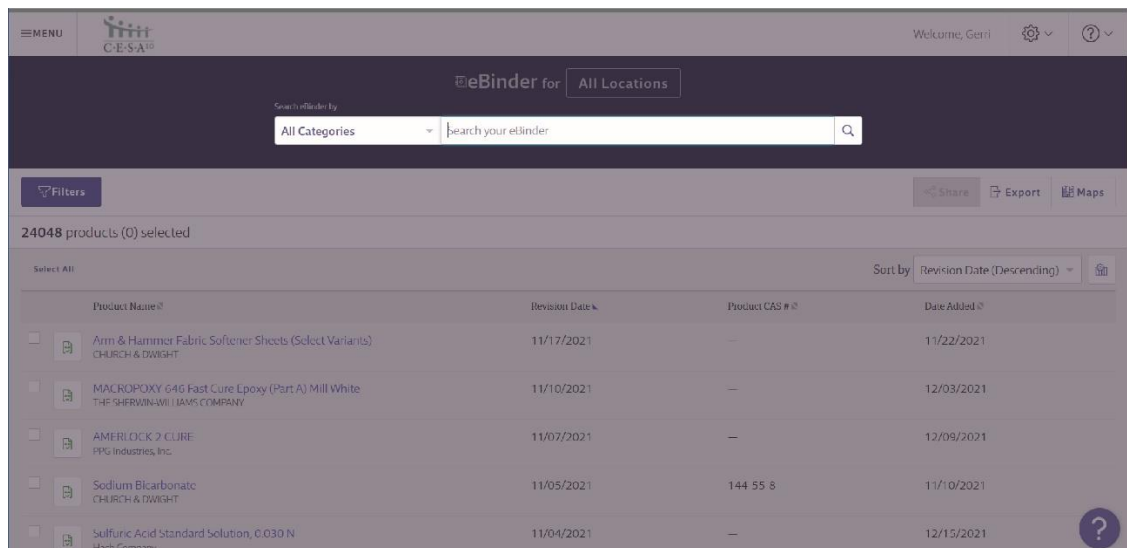
4. Once you have made your selections, check the box that says "Don't show this window again," then click save. You will not have to do this step again if you continue to use the same computer to access the system.

5. 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.

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

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.
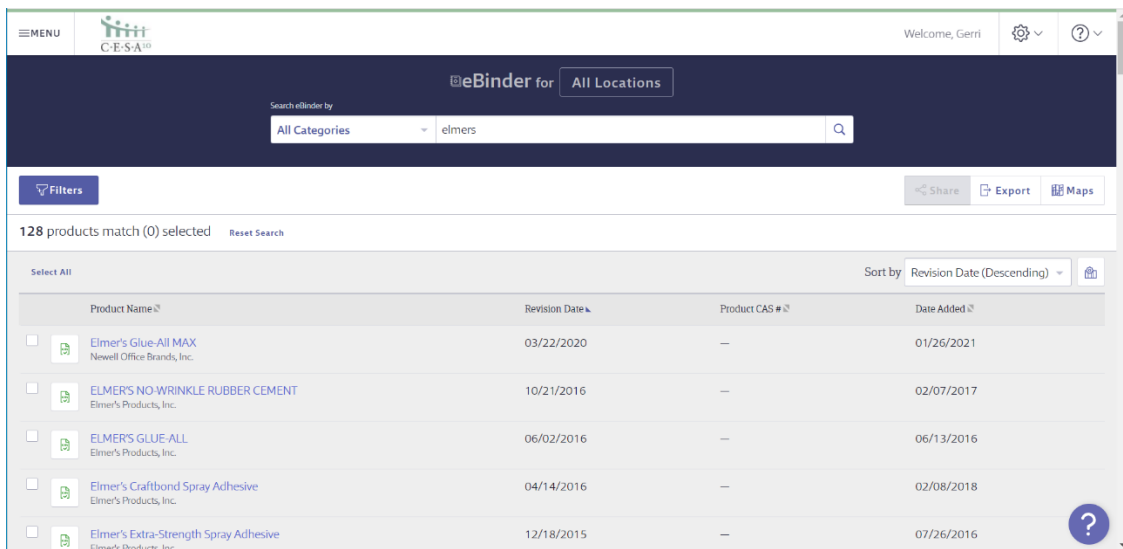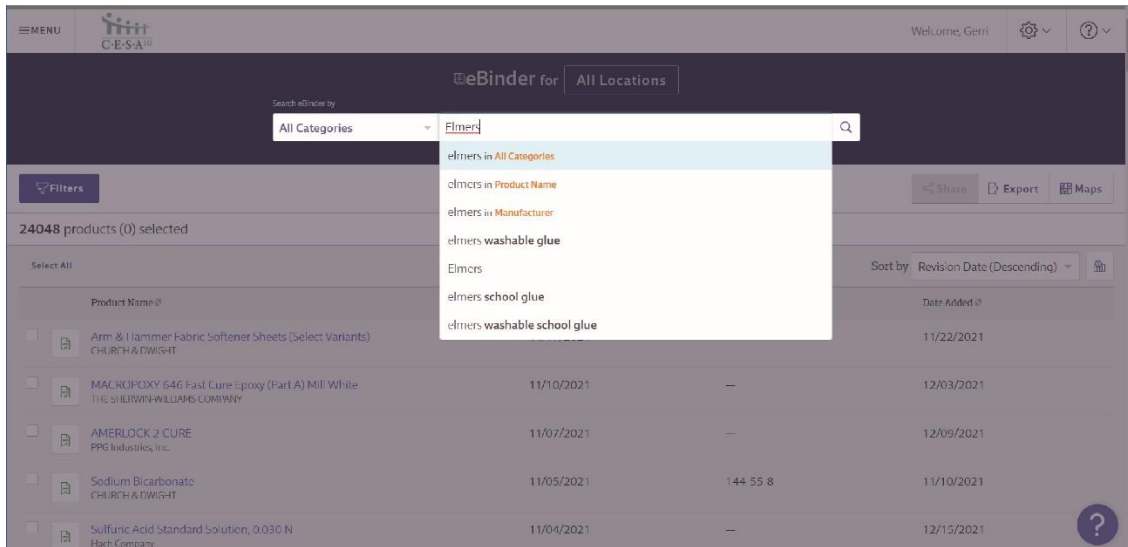
8. When you would like to view the full SDS of the product you have selected, click on the PDF icon.
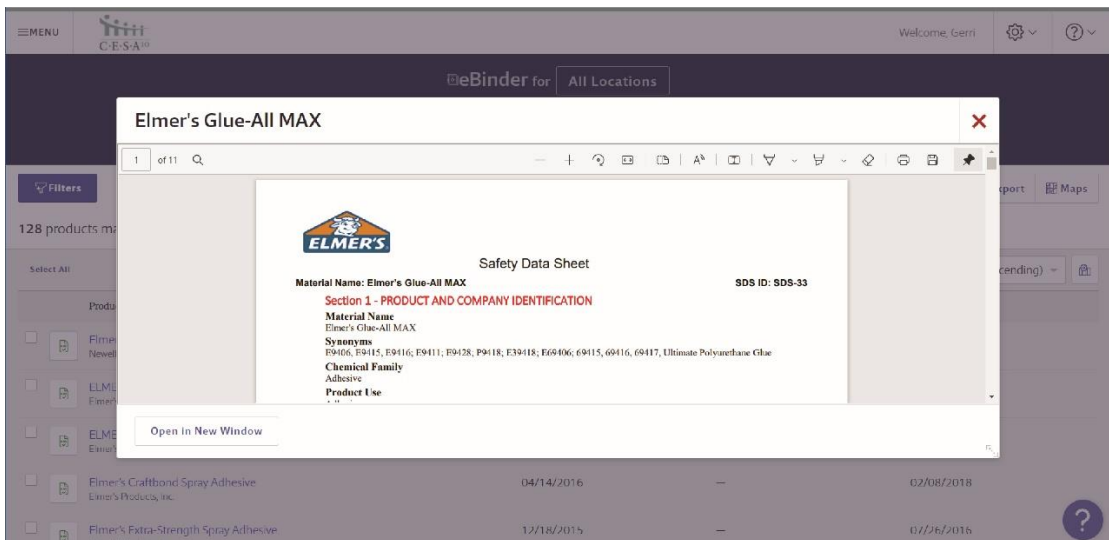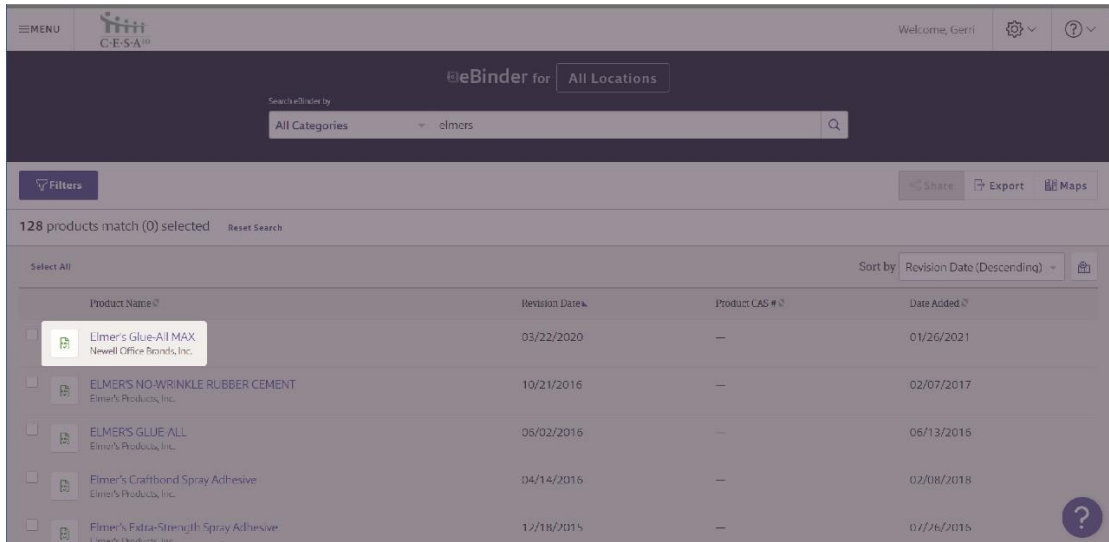
9. Once you have selected the PDF you would like to view, the SDS will appear in a separate window on your screen. You may open the PDF to full screen by using the "Open in New Window" button.
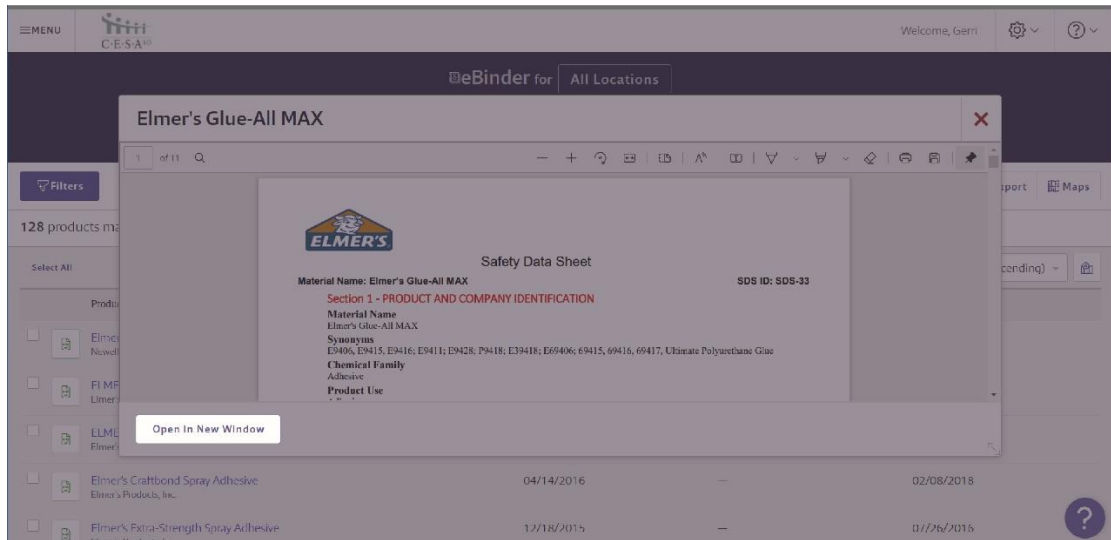
10. Once the PDF is opened, you may scroll through the document, and review it as needed. Also, in the bottom right corner, you will be given the option to save, print, or resize the document.
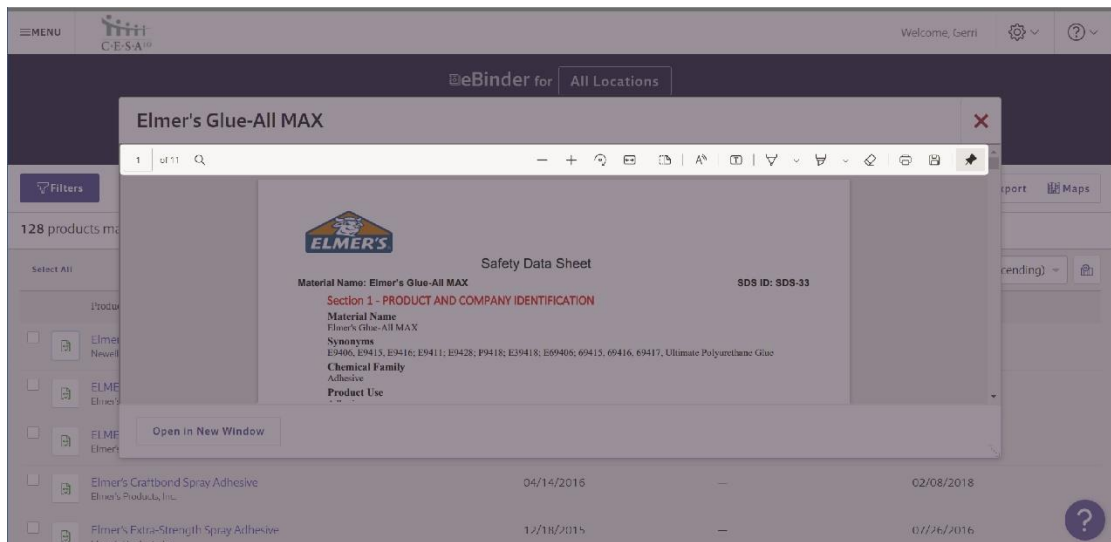
12. There is also an emergency 888 number that staff can utilize in emergency situations.

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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