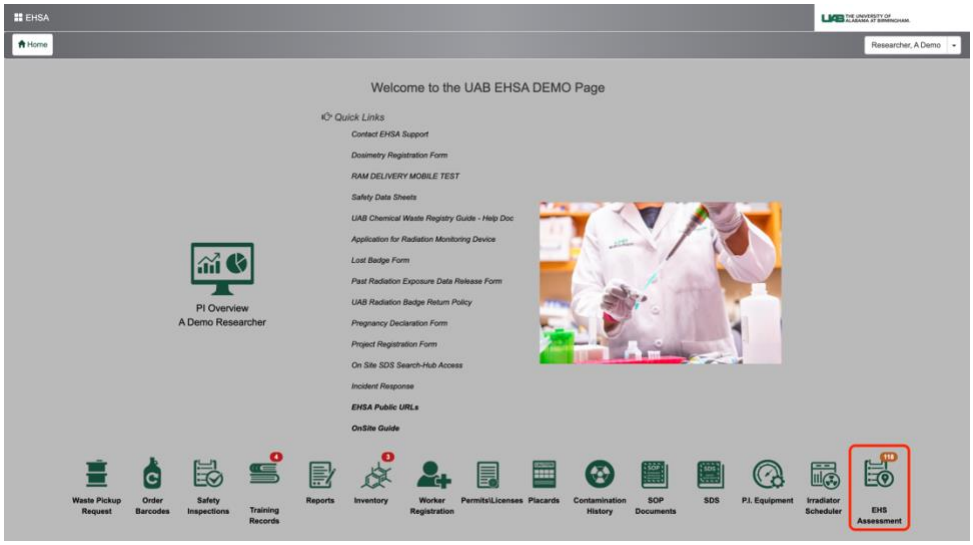
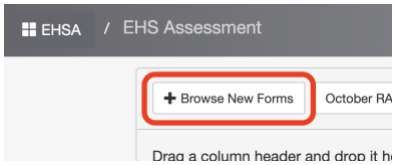
Completing the Initial PSDS Form

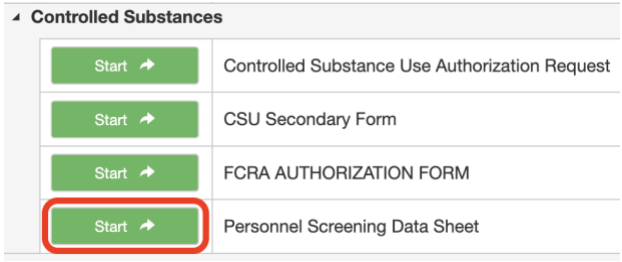
1. Login to EHSA: https://ehsa.fab.uab.edu/ehsa
2. Click EHS Assessment (right bottom corner) on the EHSA home page.



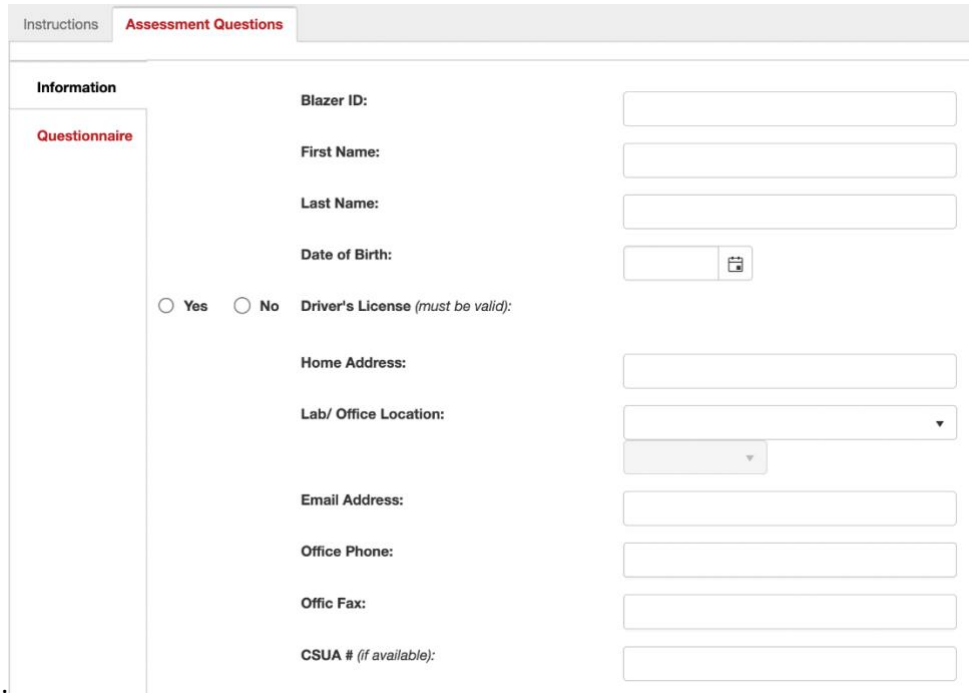
3. Click **Browse New Forms** (top left corner)



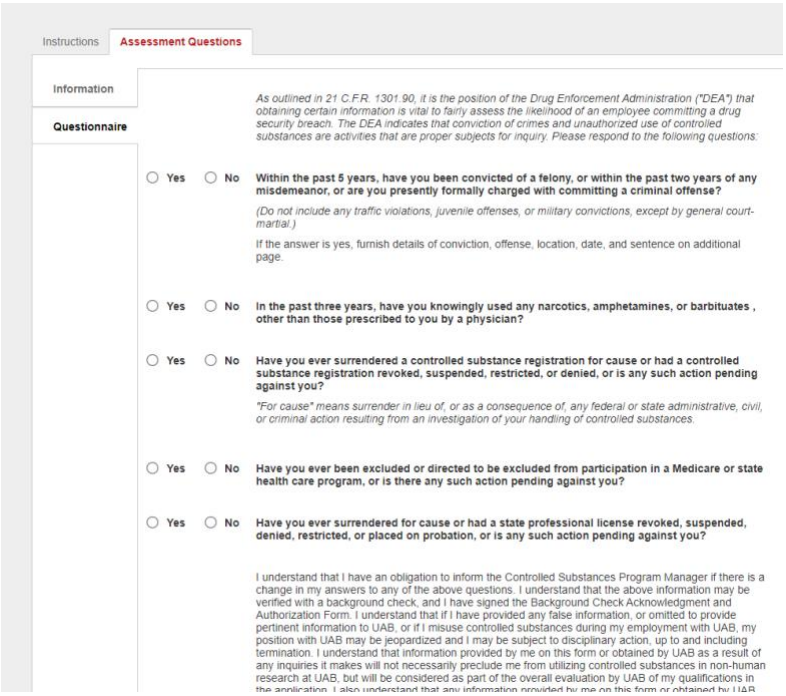
4. Click **Start** next to **Personnel Screening Data Sheet**



1. An assessment tab opens. Click on the **Assessment Questions** tab at the top. Complete all required information



2. Click **Next** at the bottom to navigate to the Questionnaire tab.
   Answer all questions.



3. After answering all questions, click **Sign** to add your information to the signature line.

4. Click **Save as Complete** to submit the form >
   click **Yes** when asked if you would like to proceed.

5. Click **OK** in the resulting notification window.