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1. OBJECTIVE

You have received an email notification from EHS360 System that you have been assigned as an approver for an incident.

As an assigned approver, you are required to do the following:

1. Login and review the incident assessment/investigation report
2. Approve and reject the investigation report
Before you proceed, you should have the following ready:

1. NUSNET login and password
2. VIP Access (2FA application) registered and installed on your smartphone/computer
3. Reference number of the incident (as indicated in the email)
3 LOGGING IN

- Go to Staff Portal > eServices menu > Select AIMS
- Alternatively, go to the e-Services section on OSHE’s staff portal

Note: If you are a staff, you will need to login to WebVPN first in order to access the Staff Portal from outside NUS network (e.g. from your personal internet connection).
1. From the AIMS webpage, select the login link.
2. Depending on your location or browser, you may be prompted to log in with your NUSNET ID and password.
3. You will be prompted that 2FA is required. Click on the Continue button to proceed.
4. A sign in request will be sent to your mobile device (if you are using a 2FA mobile token). Approve the sign in request on your mobile device to continue.
4. If you are using desktop 2FA or if the push notification on your mobile device is not successful, click “Use a Security Code” and enter the security code indicated on your 2FA token.
4 USER INTERFACE

1. Selection Menu

2. User Preferences

3. Dashboard

Ignore footer information
To access the AIMS module, select AIMS from the menu dropdown.
This is the tabular view in the AIMS module which shows all the incidents which you have access to view.
Refer to the reference number provided in the email notification sent to you and click on the corresponding one in the list.
5 APPROVING AN INCIDENT INVESTIGATION REPORT

The Investigation Approver is responsible for filling in Part 4 > Approving or Rejecting the Investigation! After the Approve or Reject selection a comment need to be added.

Note: Due to system design limitations, the approver is not able to view attachments directly on the portal. The attachments can be found in the email notification which were sent to the approver.

Scroll down to the end of the page and click “Save and submit” to proceed.
1. If the report is rejected, the report will be returned to the investigator for amendment. An email will be sent to the investigator to notify him/her about the rejection of the report.

2. If the report is approved, the report will be submitted to the AIMS Administrator for further review and closure.
Thank you

For further enquiries about AIMS, please contact

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