**MSDS Online User Guide**

**Introduction:** MSDSonline.com is a paid subscription service which allows Suffolk University to maintain its MSDS inventory online. This website is accessible 24hrs a day 365 days a year. This online service does not replace the requirement to maintain hard copies of all MSDSs however it does provide a more convenient means to access MSDSs.

**Log in Instructions:**

2. Username: Contact OEHS for Username
3. Password: Contact OEHS for Password

*Note: You can select the option Remember Username so you do not forget the user log in*

**Search Instructions:**

**Search Hints:**

- **Arrow #1:** You will notice two pull down boxes next to both the Product Name and the Manufacturer, be sure to select the option “Contains a Match,” or “Starts With” in order to get the exact match you are looking for.
- **Arrow #2:** MSDSonline offers a step by step walkthrough of all the different functions and a more in depth user’s guide.

*Special Note:* If the chemical/substance is not found in the Suffolk University Inventory you will be given the option to search the MSDSonline National Database. You will perform the search the same way you performed the original search. (If this is a new chemical/substance please contact OEHS to add the chemical/substance to our inventory)