



# Accessing the SMS Portal

Safety Management System (SMS) Powered by Salute Safety

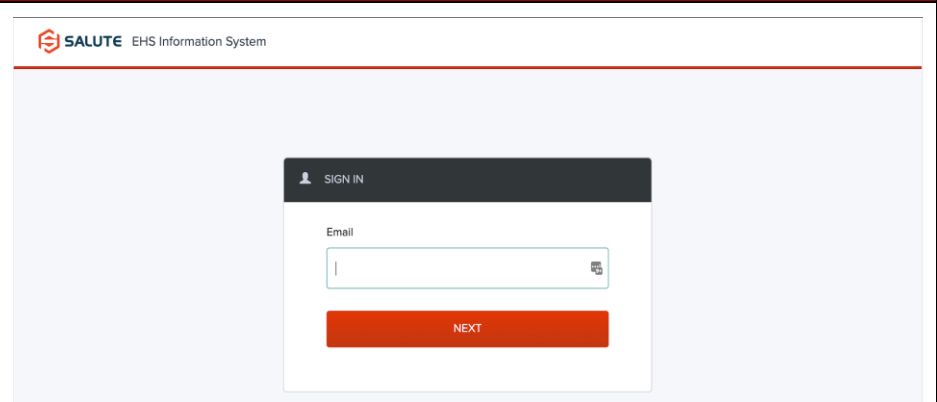
## Introduction

This guide provides an overview of logging into the Safety Management System (SMS) and accessing the portal. This guide can be used as a reference to access the portal. More detailed guides with information on each additional module within the portal, will be available through the EH&S website.

### Who can Access the Safety Management System

All students, faculty and staff with an active NETID have access to the Safety Management System.

## Logging into the Safety Management System

Step 1 Entering Your Login Credentials	
<p>To Access the system, go to <a href="https://ehs.stonybrook.edu/sms">ehs.stonybrook.edu/sms</a> and click on the "Access SMS Portal" link on the SMS page.</p> <p>Enter your Stony Brook University email address. For example: first.last@stonybrook.edu</p> <p>After entering an email address, click the <b>NEXT</b> button or press the Enter/Return key.</p> <p>You will be redirected to the Stony Brook Single Sign-on page.</p>	

All East and West campus users have an active @stonybrook.edu, some users may be required to login with their @stonybrookmedicine.edu email. If when typing in your email address, you are not redirected to the Stony Brook NetID/Password Single Sign On and have a @stonybrookmedicine.edu email, please try logging in with that email.



**Step 2** Signing in with NetID and Password

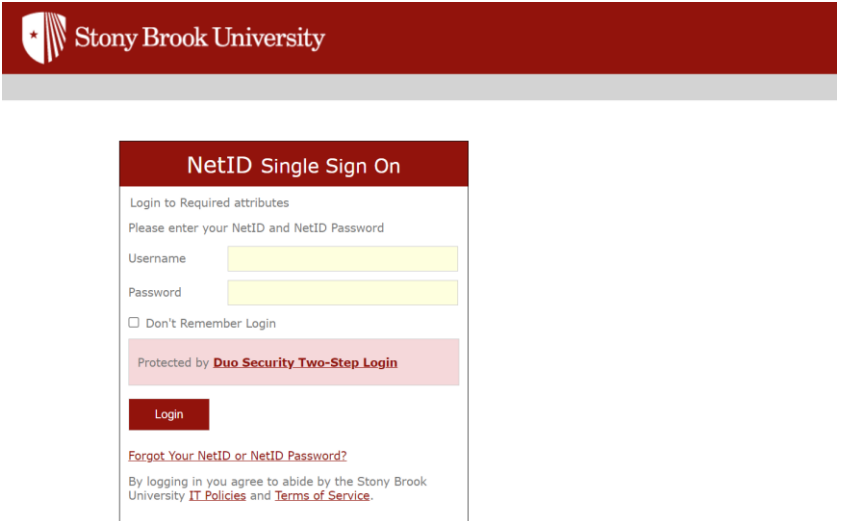
Once you have successfully entered your email address, you will be redirected to the Stony Brook Single-Sign-on webpage to authenticate with Duo SSO.

You should use your NetID and password to sign on.

**If you do not know your NetID or Password, visit:**

<https://mypasswords.stonybrook.edu>

Once on that page, click the "Goto Reset Tool" – you will need your SBUID (9-digit ID) and two methods to authenticate your account.



**Users with access to the "Salute Portal" should refer to "Using SMS – An Administrators Guide."**

**Step 3** Access to the Community Portal

Once you have signed in using your NetID and password, you should be redirected to the **SMS Portal**

Any issues with accessing the SMS portal should be forwarded to

[ehsafety@stonybrook.edu](mailto:ehsafety@stonybrook.edu)

