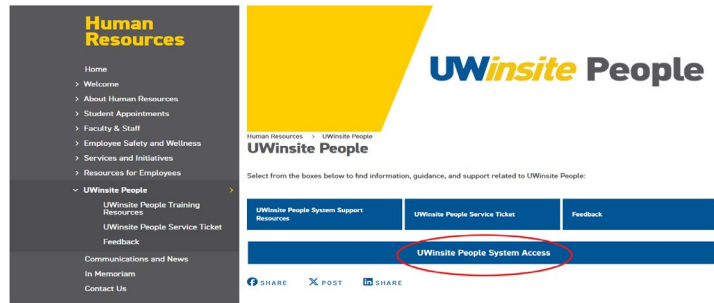


New Prescription Safety Glasses Request Procedure - Quick Guide

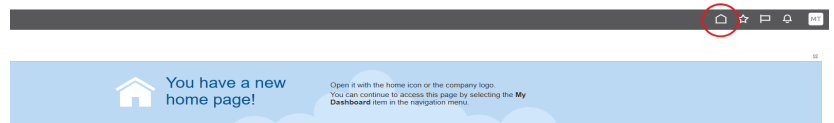
STEP 1 - Open the UWinsite People webpage.

Open your web browser and go to the UWinsite People webpage. Select 'UWinsite People System Access' and sign in using your UWin ID and password.



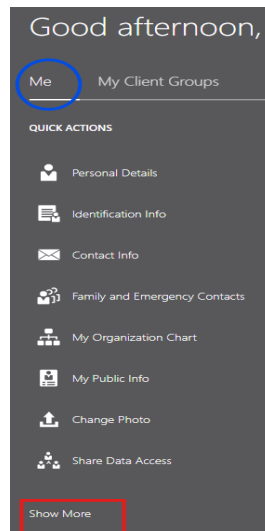
STEP 2 - Go to Home.

Once logged in, locate the Home button in the right-hand corner of your screen. This will take you to your Main Dashboard.



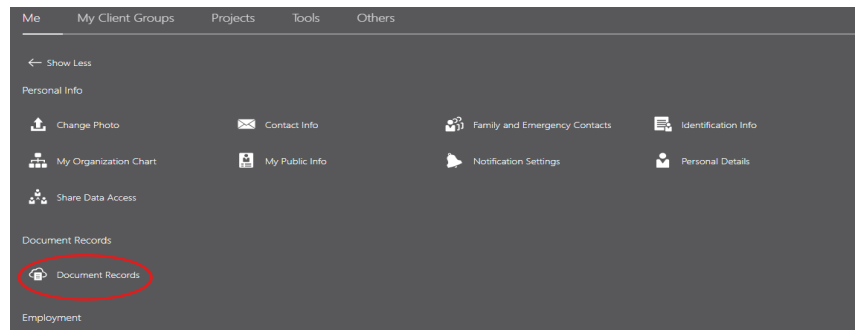
STEP 3 - Select Show More.

Click the Show More Button on the bottom left hand side of your screen.



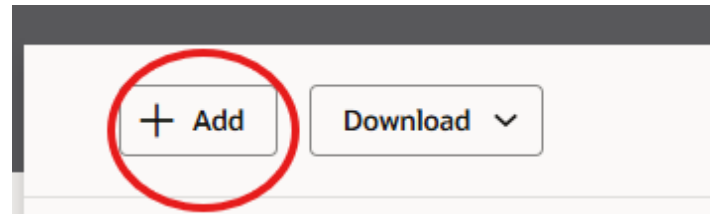
STEP 4 - Select Document Records.

Locate the Document Records, select to proceed.



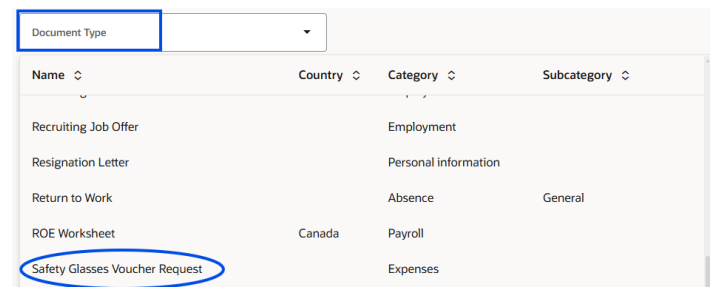
STEP 5 - Add a new document record.

Click + Add.



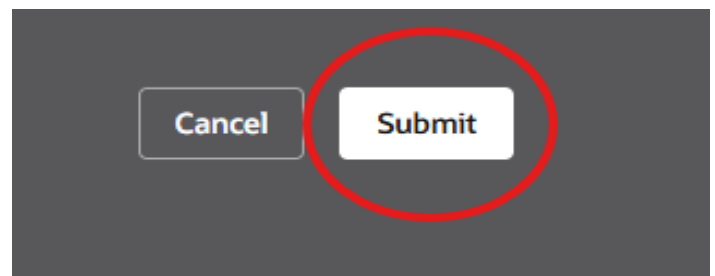
STEP 6 - Select the Document Type.

Open the Document Type menu and select Safety Glasses Voucher Request. Wait for the form to load

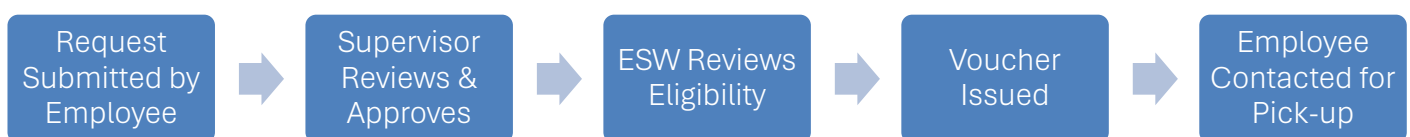


STEP 7 - Complete & Submit the Form.

Answer each question, enter the date of request, and indicate whether you are requesting tinted lenses, transition lenses, or conductive frames. Leave Attachments and URL blank. **Click Submit.**



WHAT HAPPENS NEXT?



Need help? Contact Employee Safety & Wellness (esw@uwindSOR.ca)