Click Helpful Hints Guide – System URL/Select Module

Select Google Chrome, Mozilla Firefox, or Safari

Access the system through ORRS site (https://orrs.msu.edu/click/index.html) or EBS tile (https://ebs.msu.edu)

To find things:
Start at My Inbox, then select module
Click Helpful Hints Guide
- Create/Delete/Navigate

To create things: Use **buttons**

[Create Safety Submission] [Edit Protocol]

To submit things: Use **activities**

[Submit] [Submit Response]

To navigate things: Use the **Jump-To** menu

- **Save**
- **Exit**
- **Hide/Show Errors**
- **Print**

**Jump To**
- **Basic Information & Funding**
  - Basic Information
  - Protocol Team Members
  - Funding Sources
Click Building & Room Information – Example 1

To search things (people, buildings):
Example on this page is for Plant Biology building

First, select **Advanced**

Then, use the wildcard "%" to enter Building and Room search criteria, then select **Go** button
To search things (people, buildings):
Example on this page is for *University Research Containment Facility* building

First, select **Advanced**

Then, use the **wildcard “%”** to enter **Building** and **Room** search criteria, then select **Go** button.
<table>
<thead>
<tr>
<th>Building</th>
<th>Alias</th>
<th>Wildcard % Search</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIV RESEARCH CONTAINMENT</td>
<td>UNIV RES CONTAINMENT, UNIVERSITY RESEARCH CONTAINMENT FACILITY, URCF, VRS</td>
<td>%containment</td>
</tr>
<tr>
<td>BIO ENGINEERING</td>
<td>BIOENGINEERING, INSTITUTE FOR QUANTITATIVE HEALTH SCIENCE AND ENGINEERING, IQ</td>
<td>%bio e</td>
</tr>
<tr>
<td>BIOMEDICAL PHYSICAL SCIENCES</td>
<td>BIOMED, BIOPHYSICAL SCIENCE, BPMB, BPS</td>
<td>%biomedical phys</td>
</tr>
<tr>
<td>CLINICAL CENTER-CLINIC</td>
<td>CCA, CCD, CCR, CLIN CTR - CLINIC, CLINIC, CLINICAL CENTER A, CLINICAL CENTER D, CLINICAL CENTER E</td>
<td>%clinical center</td>
</tr>
<tr>
<td>INTERDISCIPLINARY SCIENCE &amp; TECH</td>
<td>IST, ISTB</td>
<td>%interd</td>
</tr>
<tr>
<td>PLANT BIOLOGY</td>
<td>A.E.C., ATOMIC ENERGY COMMISSION PLANT RESEARCH LAB, PLANT BIOLOGY LAB, PLANT RESEARCH LAB, PLANT SCIENCE LAB, PLB</td>
<td>%plant b</td>
</tr>
<tr>
<td>PLANT AND SOIL SCIENCE</td>
<td>MOLECULAR PLANT SCIENCE, PLANT AND SOIL, PSS</td>
<td>%plant and</td>
</tr>
<tr>
<td>GRAND RAPIDS RESEARCH CENTER</td>
<td>GRAND RAPIDS RESEARCH FACILITY, GRRC</td>
<td>%grand rapids</td>
</tr>
<tr>
<td>VETERINARY MEDICAL CENTER</td>
<td>LARGE ANIMAL CLINICAL SCIENCES, SMALL ANIMAL CLINICAL SCIENCES, VET, VET MED, VETERINARY CLINIC, VMC PATHOLOGY BUILDING, VMO</td>
<td>%veterinary medical</td>
</tr>
</tbody>
</table>
Click Helpful Hints Guide
– Additional Help

To find learning resources:
https://orrs.msu.edu/click/index.html

To ask for help: clickhelpdesk@msu.edu, 517-355-2000