




Grant/Restrict Ordering Access for Individual Employees

UC Slip-Resistant Footwear Program units can now choose to allow individual employees to place and manage their own footwear orders. Units can activate this feature using the Amend Form functionality in Slip-Resistant.


Important notes about this feature:

- All enrollment forms default to Authorized Purchaser/Additional Authorized Purchaser access only. No action is required if the unit would like to continue having only authorized personnel place orders on behalf of employees.
- Authorized Purchasers/Additional Authorized Purchasers will still be able to order on behalf of any eligible enrolled employee in their unit even if this feature is activated.
- This feature can be deactivated at any time if the units decide to revert to only allowing Authorized Purchasers/Additional Authorized Purchasers to place orders on behalf of employees.

To activate the ordering feature for individual employees:

1. Sign into [Slip-Resistant](#)
2. Select **Status** from the landing page
3. Select the **View Form** icon  under the **Actions** column
4. Scroll to the bottom of the form
5. Select the **Amend Form** button to make the application editable
6. Scroll to the question “Do you want to allow individual employees to place their own orders?”
7. Select **Yes**
8. Select **Submit**

To deactivate the ordering feature for individual employees:

1. Sign into [Slip-Resistant](#)
2. Select **Status** from the landing page
3. Select the **View Form** icon  under the **Actions** column
4. Scroll to the bottom of the form
5. Select the **Amend Form** button to make the application editable
6. Scroll to the question “Do you want to allow individual employees to place their own orders?”
7. Select **No**
8. Select **Submit**

The change does not require review/approval by your local EHS Liaison or UCOP EHS and will be implemented immediately.

If you have questions about the UC SRF Program, please contact your [local EHS Liaison\(s\)](#) or [UCOP EHS](#).

If you have issues accessing the Slip-Resistant software application or using these features, please contact the [Risk and Safety Solutions Service Desk](#).