Add contact information for MIT affiliate to lab Green Card

An MIT affiliate is working in an MIT lab, and needs to be added to the EHS Management System PI/Space Registration in SAP so their emergency contact information will appear on the lab's Green Card that is posted outside the lab. They are unable, however, to access Atlas Self-Service, which is available only to active MIT students and employees.

To resolve this issue, the EHS Representative for the lab can add emergency contact information at the time when the MIT affiliate is added to the green card by inputting their telephone number. The EHS Representative can contact environment@mit.edu with any questions.