

Downloading and Setting up IUCLID 6.3

Introduction

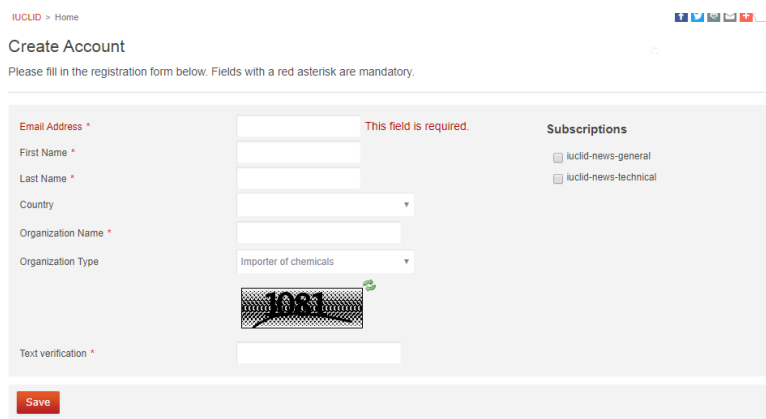
IUCLID (International Uniform Chemical Information Database) is the software required when creating a dossier for a registration, CLP notification or substance in article notification. We have created this simple step by step guide on how to download and set up the latest version of IUCLID version 6.3.

Step 1:

First you need to create an account on the IUCLID website, there are no fees or costs in doing so

<https://iuclid6.echa.europa.eu/home>

Sign in – create an account – fill in credentials and sign up under subscriptions to get news on updates



The screenshot shows the 'Create Account' page on the IUCLID website. The page title is 'IUCLID > Home' and 'Create Account'. Below the title, it says 'Please fill in the registration form below. Fields with a red asterisk are mandatory.' The form is divided into two columns. The left column contains fields for 'Email Address *', 'First Name *', 'Last Name *', 'Country', 'Organization Name *', 'Organization Type' (with a dropdown menu showing 'Importer of chemicals'), and 'Text verification *'. The right column is titled 'Subscriptions' and has two checkboxes: 'iuclid-news-general' and 'iuclid-news-technical'. A red 'Save' button is located at the bottom left of the form area.

Step 2:

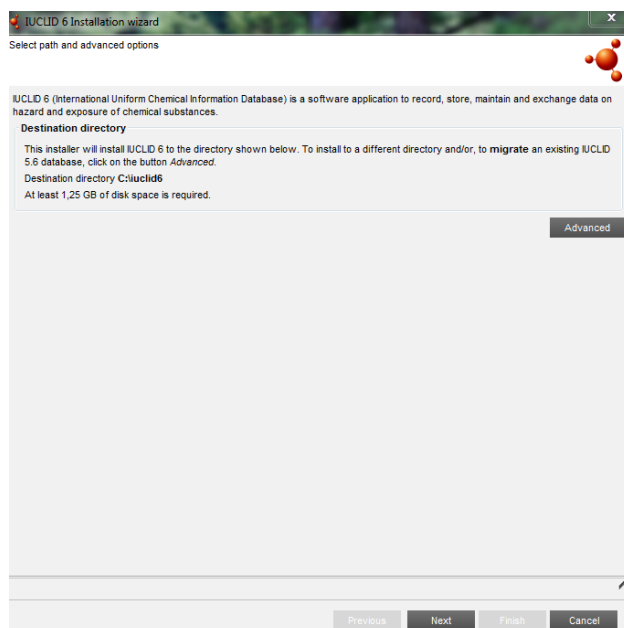
Once signed in go to the download software tab and choose the relevant desktop installer for your computer. There is an option to download a server version which works in a multi-user environment and you may need the assistance of your IT department for this version.

Step 3:

If the download doesn't open automatically find in your download folder and open the .exe file

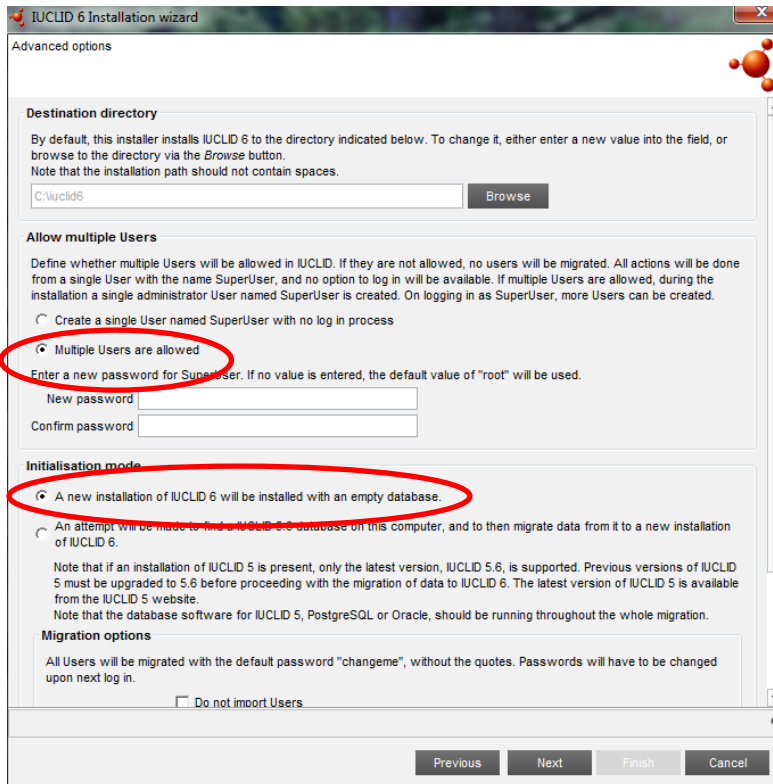
Step 4:

The installation wizard should open; here you should select the “advanced” options as this will allow multiple users to use the software. If advance options aren't selected, you will only be able to use the software under the Super User function



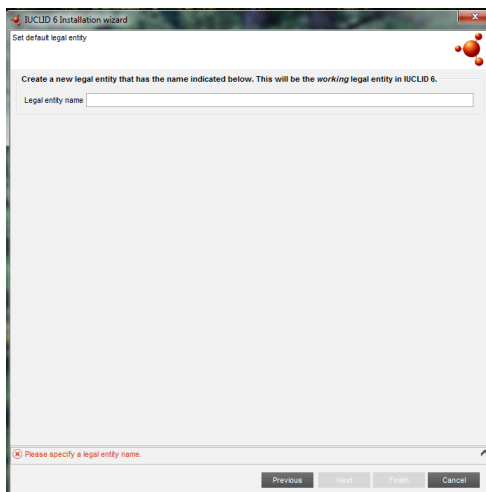
Step 5:

When in advance options selected multiple users are allowed button. At this stage you can change you can change the default password, but we do not recommend this as it default password “root” is a useful back up for recovering files in the future. Select new installation then next.



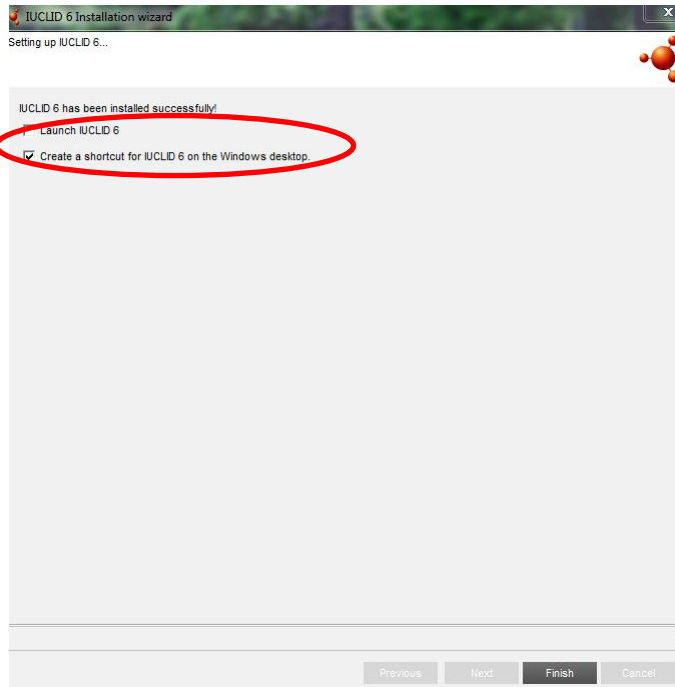
Step 6:

Then create a legal entity name, this is not the official legal entity for your company just the name of the company for the use in the software



Step 7:

Then select the short cut option so you will have an icon on your desktop



Step 8:

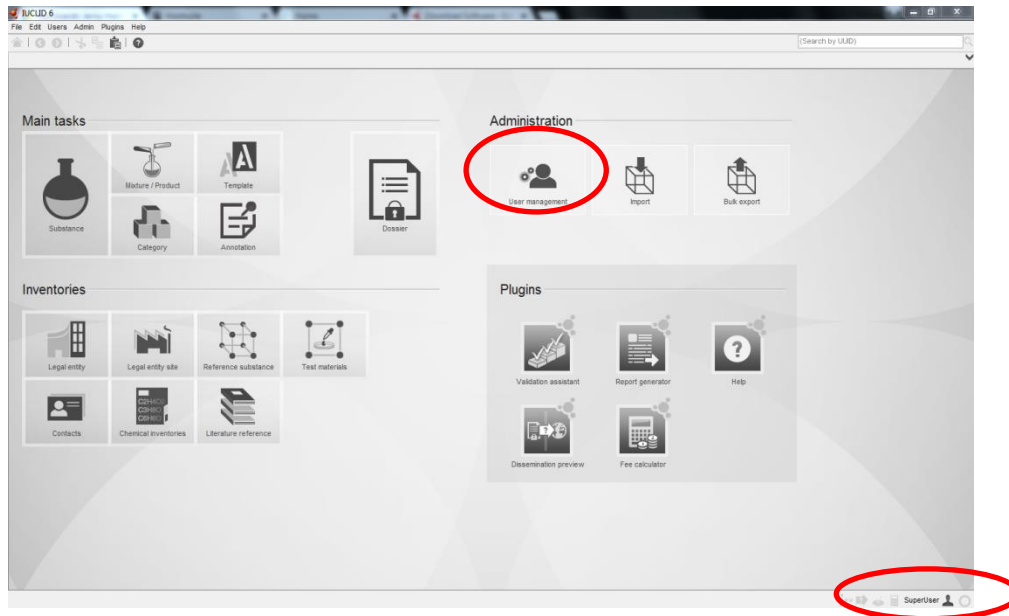
Opening IUCLID for the first time may take a while and, in some cases,, you may need overrides from your IT department

If you selected the advance option in step 4 it will ask for a username and password. The first time you log in you have to use the Super User credentials, Username: SuperUser Password: root



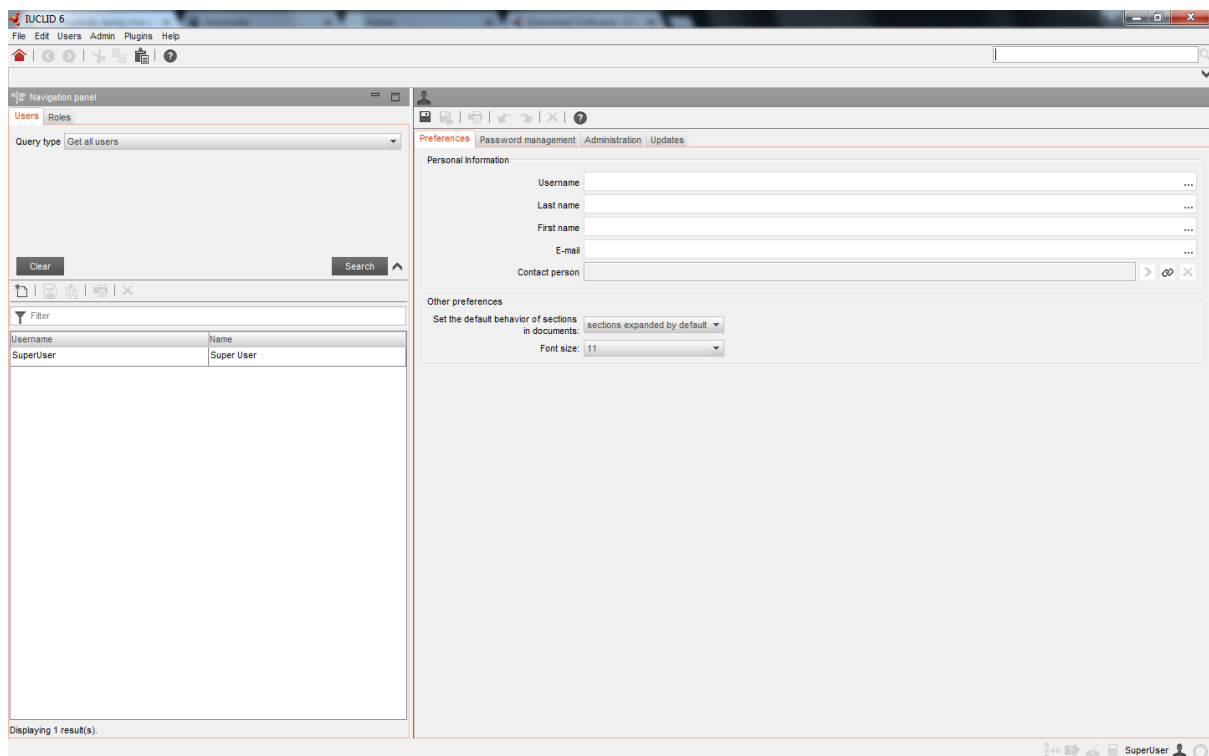
Step 9:

The home screen will open as “SuperUser”, select the user management button



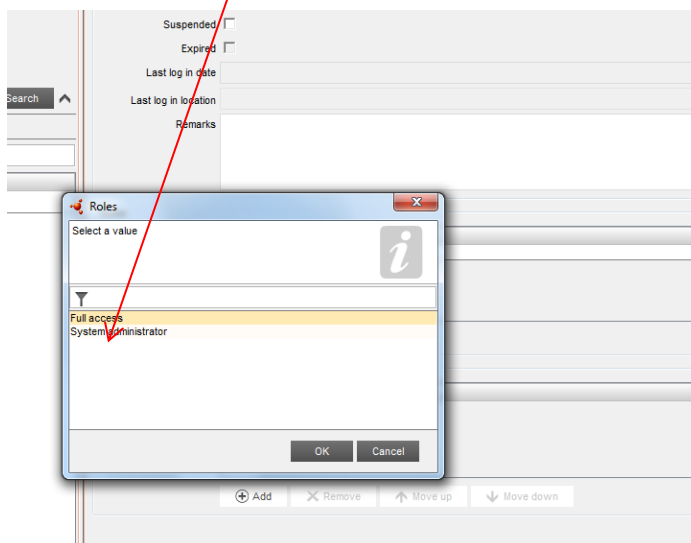
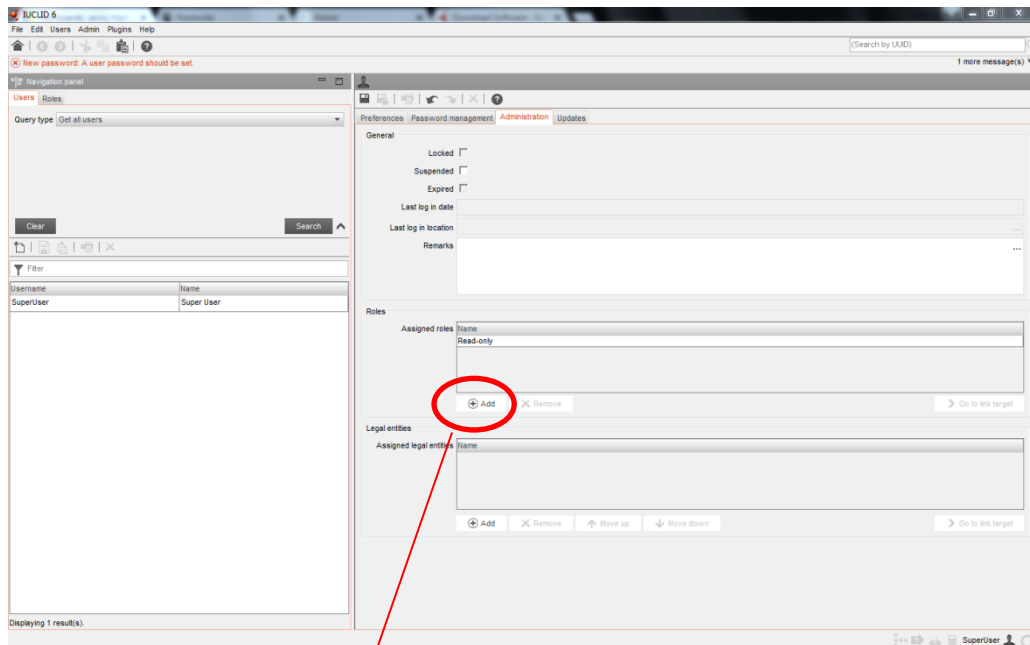
Step 10:

Once in user management, select new (half way down the page) and fill in the personal information. Under password management create a password for your account.



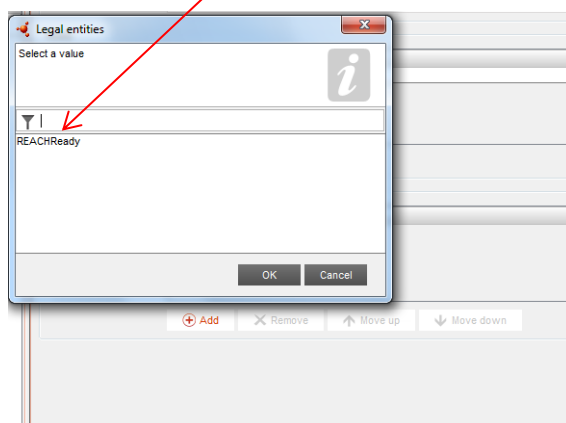
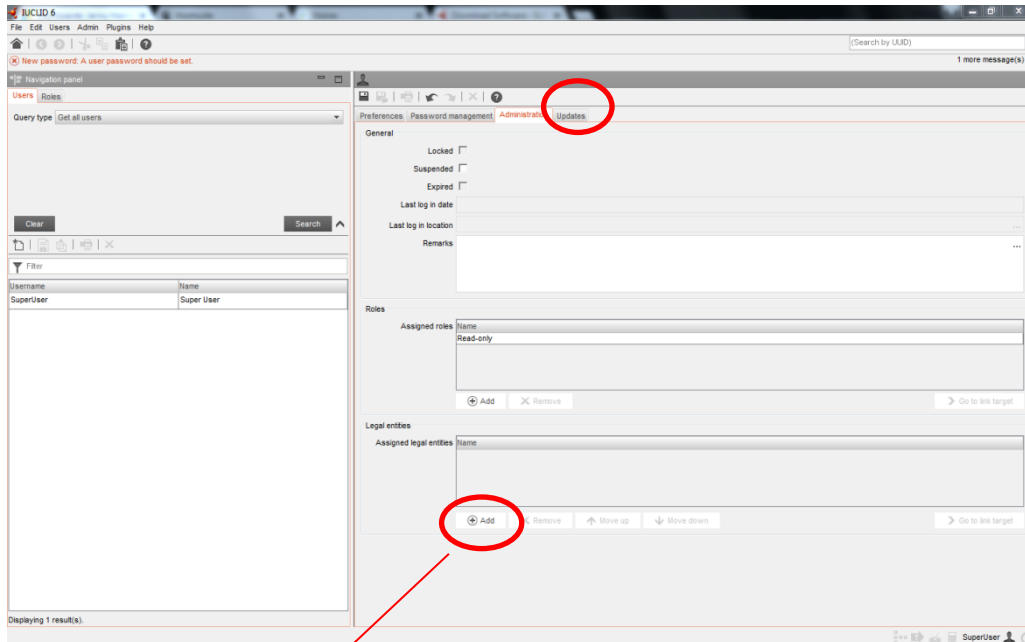
Step 11:

Under Administration – roles – Add - ensure that you have full access by selecting system administrator. Without full access you will not be able to add new legal entities or change settings



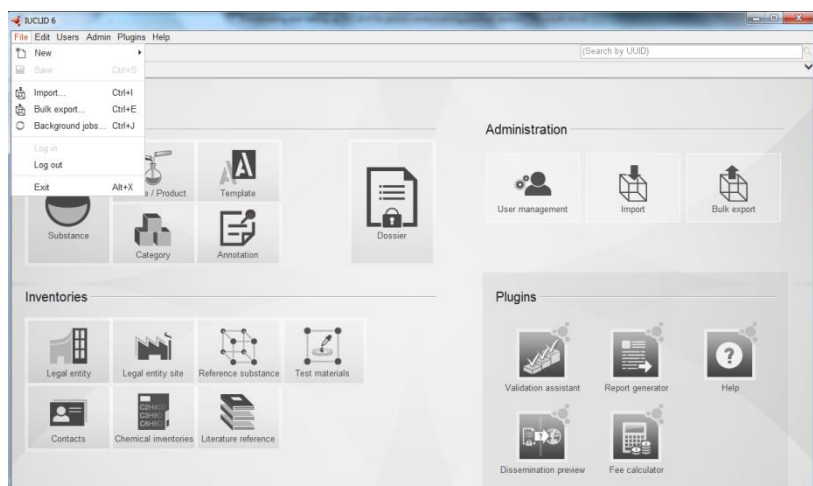
Step 12:

You then need to assign the user with a legal entity. Once done click the save icon at the top of the screen. The updates tab defaults to a week which is regular enough



Step 13:

Clicking the home button at the top of the screen will take you back to the main home page. You can log out of the SuperUser account and into your own account by Clicking File- Log out, File- Log in



Worried? No need to be! If you think any of the above processes may affect you or your business REACHReady is here to help, and those ready first will be in a better position to compete.

REACHReady can provide tools and personal technical support to ensure you're well on your way to being REACH compliant as well as helping you develop management strategies that save you time trouble and money.

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