NSERL & BSB On-Boarding

The following is the required onboarding process for new staff, students or volunteers that will need access to NSERL/BSB (skip steps if not applicable):

**STEP ONE:** Confirm ePAR is complete. If not, this will affect access timeframe.

**STEP TWO:** Submit an eCAT requesting for a Comet Card.

NOTE: AFFLIATE CARDS MUST BE ISSUED TO VISITING RESEARCHERS AND VOLUNTEERS.

**STEP THREE:** Email Vickie Lincoln to request NSERL/BSB photo ID badge, include NetID. Badges can be picked up in 24-48 hours after request.

NOTE: BADGES CANNOT BE ISSUED UNTIL COMET CARD IS ISSUED.

Complete the additional steps below based on the individual’s classification.

A. **Staff/Faculty:** (for access to building only, no lab access)

   **STEP FOUR:** Email Research Facilities to add user to email blasts for building updates.

   **STEP FIVE:** Complete Door Access request through eCAT. Forms are no longer required.

B. **Lab Personnel:**

   **STEP FOUR:** Contact PI/Lab Manager to add individual to BioRAFT profile. Upon completion of training, access will be granted in 2 hours. NOTE: ACCESS WILL BE REMOVED FOR ANY DILIGUENT TRAINING.

C. **Affiliates:** Volunteers and/or Visiting Researchers (if granted an Affiliate Comet Card)

   **STEP FOUR:** Contact PI/Lab Manager to add individual to BioRAFT profile.

   **STEP FIVE:** PI/Lab Manager must email to Robin Ruthenborg to add access manually.

### CONTACTS

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<tr>
<th>Access Issues</th>
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<th>LARC / Vivarium*</th>
<th>Cleanroom*</th>
<th>Research Core Facilities*</th>
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*There have been no changes to these access procedures*
The following is the required off-boarding process for staff, students, and volunteers that no longer need access to NSERL/BSB:

**STEP ONE:** Submit an eCAT checking out the user from UTD and the department.

**NOTE:** MAKE SURE TO INCLUDE NOTES, SPECIFY WHAT ACCESS TO REMOVE.

**STEP TWO:** On their last day, the department must confiscated NSERL/BSB photo ID badge and return to BSB 12.605 (M/S - BSB I1).

Complete the additional steps below based on the individual’s classification.

**A. Staff / Faculty:**

**STEP THREE:** Contact Vickie Lincoln, with their name and UTD ID number, to remove their access.

**B. All Lab Personnel/ Affiliates:**

**STEP THREE:** PI/Lab Manager must be contacted to remove individual from BioRAFT profile.

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