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: AFFILIATE CARDS MUST BE ISSUED TO VISITING RESEARCHERS AND VOLUNTEERS.

**STEP THREE:** Email Shannon Gaspard 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 DILIGENT 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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<td>Srinivas Gowrisanker</td>
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*There have been no changes to these access procedures*
NSERL & BSB Off-Boarding

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 Shannon Gaspard at BSB 11.605 (M/S - BSB II).

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

A. *Staff/Faculty:*

**STEP THREE:** Contact Shannon Gaspard, 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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*There have been no changes to these access procedures*

Updated: 6/5/2017