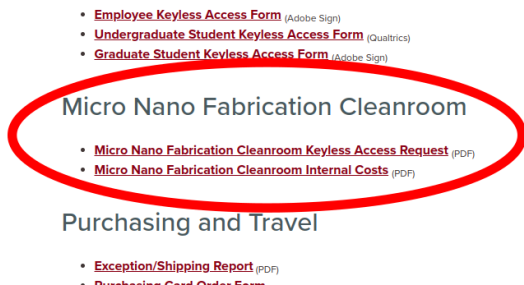


Access manual for the OSC cleanroom

This document will provide a step by step guide to help you gather all the needed paperwork and complete the required training.

1. Go to <https://www.optics.arizona.edu/forms> and look for the Micro Nano Fabrication Cleanroom Section.



Fill out the Keyless Access Request form. Parts of it are sometimes confusing and are shown here. Please fill out all other parts as well. If you have the new cardless catcard, just put in your net ID.



Micro Nano Fabrication Keyless Access Request

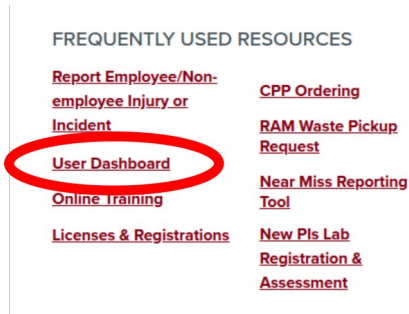
LAST NAME:	FIRST:	CatCard#:	This is NOT your student or employee ID. It is the number on your cat card.
Position/ Title:	Acct# Project:	Your supervisor will need to give you this. It is a 7 digit number.	
NetID:	Email:		
Access Start Date:	Account Expiration Date:		
Access End Date: Leave blank if unknown.	Your supervisor or support person should know this.		

With the new cat-card readers you will scan your cat-card to enter **AND** exit the cleanroom. **IF you do NOT scan your exit, your access will be automatically deactivated.**

2. Fill out this form https://wp.optics.arizona.edu/osc/cleanroom/wp-content/uploads/sites/66/2017/07/Cleanroom_Labspecific.pdf with the trainee (you) information. Leave the rest blank.

3. Once you have gathered all forms as either pdf or print, email rolandh@optics.arizona.edu with the pdfs to make an appointment for the Lab Specific Safety Training. You will then get an invite to join the lab through RLSS. It is recommended that you complete the online training before meeting for lab specific safety training.

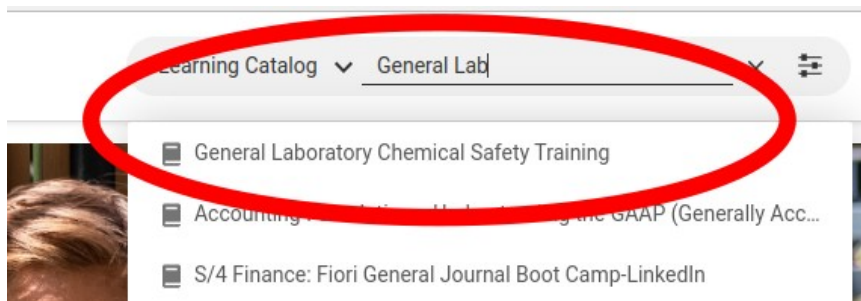
5. Once you accepted the invites navigate to <https://research.arizona.edu/compliance/RLSS>, scroll down and click on the user dashboard:



Log in with your netID and password and click on Training Requirements.



6. Go to <https://edgelearning.arizona.edu/> log in with your netID and password. Search for the Safety Trainings that are required and complete all of them.



4. Whats next? After the safety training, you will fill out a quiz and get an invite to the cleanroom slack.

7. Whats next? Your cat card will be activated for facility access. You can now get trained on equipment.