New Staff and Student Check-in

Welcome to the Hatfield Marine Science Center. Please complete steps 1-5 in order on this form to receive keys, building and network access, and work space. The map on the back should help you navigate.

Name: ___________________________  HMSC Start Date: _________________________

1. Have your supervisor check box’s next to the required keys, access, equipment or space needed and sign the request.

- Office- building ______ and room number ________
- Lab-building ______ and room number ________
- Student/ Postdoc desk space
- Other explain:

I, the supervisor, approve this request. Name______________________________
Signature_________________________ Date:________________

2. Go to Cinamon Moffett to approve space use and fill out your personal profile. Stop by or make an appointment; office- Modular #5, moffettc@oregonstate.edu, 541-867-0126. See map on back. Please bring personal and emergency contact information.

- Personal profile complete http://hmsc.oregonstate.edu/facilities/hmsc-sign
- Space use approved
- Student/ Postdoc desk space: Building_________ Desk ____________
- Welcome packet
- Photo Cinamon Moffett____________________ Date___________

3. Obtain the proper signatures for after-hours access (if applicable).

- Library- Mary Markland (Office: Library)________________________ Date__________
- NOAA buildings- Rick Brown (Office: Barry Fisher Bldg)_____________ Date__________

4. Go to Melody Pfister to check-out keys and get a mail box. Stop by or make an appointment; office- OSU building East Wing #165A, melody.pfister@oregonstate.edu or 541-867-0203

- Melody Pfister________________________ Date__________

5. Go to Dan Cutter for electronic building access and network access. Stop by or make an appointment; office- OSU building Ed Wing #207, dann.cutter@oregonstate.edu, 541-867-0396. Dann will collect your form so he should be the last stop. Dann Cutter________________________ Date__________

Please help us keep this campus safe for you and your fellow students, staff and faculty.
- Use your access privileges responsibly.
- Don’t share your keys/keycards or allow others to follow when accessing a space. HMSC tracks access and you are responsible for what happens in spaces accessed by your card.
- Return your keys when you leave. Controlling keys helps keep us all safe.
Administration Only

Keys

☐ Office- building____________ room key number _____________  ☐ In ___________  ☐ Out ___________

☐ Lab-building______________ room key number ______________  ☐ In ___________  ☐ Out ___________

☐ Other____________________ room key number ______________  ☐ In ___________  ☐ Out ___________

Mailbox

☐ Box

☐ Bin
  ○ NOAA
  ○ NOAA/PMEL
  ○ Ship OPS
  ○ ODFW
  ○ MMI
  ○ EPA

Admin

Date received__________________
Data entry date________________

DO Office 12-2016