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 in an OSU building. The map on the back should help you navigate. If you will be on OSU’s Payroll, please see our HR Consultant, Kathleen Kellay, in the Business Office prior to moving forward with the rest of this checklist.

Name: ____________________________  HMSC Start Date: ___________  End Date: ___________
Program/Lab: ____________________________  Position: ____________________________

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 Dann 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______________