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, Moffetcc@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
- 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 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 Cutter________________________ Date____________

5. 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, 541-867-0203. Melody will collect your form so she should be the last stop.

- Key# / location ___________________________ Out ___________ Returned ___________
- Key# / location ___________________________ Out ___________ Returned ___________
- Mail Box: ☐ Box ☐ Bin- NOAA, ☐ NOAA/PMEL, ☐ MMI, ☐ Other
- Melody Pfister___________________________ Date____________

HMSC Director’s Office 20171106
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.