

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 workspace in an OSU building. The map on the back should help you navigate. Note: If you will be on OSU's Payroll, contact HR Consultant Tracey O'Brien at tracey.obrien@oregonstate.edu.

Name: _____ HMSC Start Date: _____ End Date: _____
Program/Lab: _____ Position: _____
 Student Employee Visitor Other: _____

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

<input type="checkbox"/> Office- building _____ and room number _____	<input type="checkbox"/> After-hours access to OSU building
<input type="checkbox"/> Lab-building _____ and room number _____	<input type="checkbox"/> Access to NAL, RSF, BFB (already confirmed with Rick Brown)
<input type="checkbox"/> Student/ Postdoc desk space	<input type="checkbox"/> Desk phone
<input type="checkbox"/> Other: _____	

I, the supervisor, approve this request. By signing this form, I am responsible for the above person's conduct while working at HMSC. I am also responsible for returning all checkout keys by this individual to the Directors Office on their end date. Name _____

Signature _____ Date _____

2. Go to Cinamon Moffett to approve Space Use (if applicable).

Office- Modular #5, moffettc@oregonstate.edu, 541-867-0126. *Please make an appointment.

<input type="checkbox"/> Student/ Postdoc desk space: _____	<input type="checkbox"/> Building _____ Desk _____
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 Sheena Scarberry to fill out your personal profile and get keys.

Office- OSU Bldg, East Wing #109A, scarbesh@oregonstate.edu, 541-867-0208.

*Bring personal and emergency contact information. *Please make an appointment.

<input type="checkbox"/> Personal profile complete http://hmsc.oregonstate.edu/facilities/hmsc-sign			
<input type="checkbox"/> Safety Review	<input type="checkbox"/> Photo	<input type="checkbox"/> Key Card	<input type="checkbox"/> Hard Key
Key#/ location _____	<input type="checkbox"/> Out _____	<input type="checkbox"/> Returned _____	
Key#/ location _____	<input type="checkbox"/> Out _____	<input type="checkbox"/> Returned _____	
Sheena Scarberry _____ Date _____			

5. Go to Tami O'Connor to get a mailbox.

Office- OSU BLDG, East Wing #165A, tami.oconnor@oregonstate.edu, 541-867-0203.

*Tami will collect your form so she should be the last stop. *Please make an appointment.

<input type="checkbox"/> Mail Box <input type="checkbox"/> Bin- <input type="radio"/> NOAA, <input type="radio"/> NOAA/PMEL, <input type="radio"/> MMI, <input type="radio"/> Library <input type="radio"/> Other: _____
Tami O'Connor _____ 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.

