![Purdue University logo] | **Birck Nanotechnology Center**

ONBOARDING CHECKLIST
INTERNAL PURDUE USERS

☐ Complete BNC 111 Training on Brightspace (follow links on Training page of Birck website)

    ☐ After successful completion of BNC 111 obtain BNC badge from BNC Mailroom, BRK 1220

    ☐ An iLab account is created for the user as part of BNC 111, if one is not already in place.

    ☐ User's home business office must assign funding account(s) to user's iLab account

☐ Cleanroom users (follow instructions on Training page of Birck website)

    ☐ Complete BNC 200

    ☐ Complete BNC 206

☐ Access to other labs: Make contact with the staff or faculty in charge of that lab.

    For Characterization labs, please contact the following research scientists:

- Electron microscopy: Chris Gilpin   gilpin@purdue.edu
- Optical: Alexei Lagoutchev   lagutch@purdue.edu
- Electrical probing   Angshuman Deka   dekaa@purdue.edu
- Cryogenic/Magnetic: Neil Dilley   ndilley@purdue.edu
- Surface Characterization: Dimitri Zemlyanov   dzemlian@purdue.edu
- Roll-to-Roll: Nicholas Glassmaker   nglassma@purdue.edu

☐ If you would like office space at Birck, submit a BNC Desk Request:

Students / Post Docs / Visiting Scholars : Advisor / Supervisor should email Sangeeta Abrol abrols@purdue.edu with the following information: student/post doc/scholar name, email and estimated arrival and graduation/departure dates.
Student / post doc / scholar and advisor will receive an email from Sangeeta Abrol notifying them of their desk assignment

Faculty : Email Sangeeta Abrol abrols@purdue.edu to set up a meeting with Birck Director and discuss office needs

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Notes for Birck staff: we assume Purdue career account, email, BoilerKey, and PUID are already in place for internal users.

PURDUE UNIVERSITY® | Birck Nanotechnology Center

ONBOARDING CHECKLIST
EXTERNAL USERS

☐ Contact Ron Reger rreger@purdue.edu to establish a **Birck technical contact** for this process who will work with you through the following steps. The *forms* below are available on the Birck website.

If only requesting services from Birck personnel (but not working on-site):	If working on-site at Birck:
☐ Complete the *Services Agreement* form	☐ Complete the *Facilities Use Agreement*

All External Users:

☐ Complete the *External User Request Form* and an NDA if you require one.

If working on-site at Birck:

☐ Online work to do ahead (see Training page of Birck website)

    ☐ Complete online training portion of BNC 111 (last step is scheduling in-person training)

    ☐ Cleanroom users only: Complete online portion of courses BNC 200/202/206

☐ On-site work:

    ☐ Complete in-person training for BNC 111

    ☐ Cleanroom users only: complete in-person training for BNC 200/206

    ☐ After successful completion of BNC 111, building, & lab and/or cleanroom SOP reviews, obtain BNC badge from BNC Mailroom, BRK 1220

☐ Contact your Birck technical contact when all these steps are completed

☐ If you would also like office space at Birck, discuss this with your Birck technical contact

☐ Get a parking pass from Purdue parking portal (linked on Birck website at About > Visit)

Notes for Birck staff: upon receiving the External User Request Form, the Birck business office will create a user name and business partner number, and for on-site users they will also initiate a request for privileges (R4P) which creates a Purdue career account that allows them to sign up for BNC 111. Their iLab account is created as part of BNC 111, and Birck business office will tie that to a funding source.