

ONBOARDING CHECKLIST
INTERNAL PURDUE USERS

- Purdue career account and PUID (BNC Business Office)
- Email, password and Boilerkey (ECN)
- iLab account (Purdue career account and BoilerKey are required)
<https://purdue.ilabsolutions.com/landing/808>
- Birck Business Office assigned account numbers to iLab account
- Join BNC Passport Group and complete BNC 111 Training
<https://www.purdue.edu/discoverypark/birck/become-a-user/training.php>
- After successful completion of BNC 111 obtain BNC badge from BNC Mailroom, BRK 1220
- Cleanroom users
- 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: | Rosa Diaz | rdiazri@purdue.edu |
| • Optical: | Alexei Lagoutchev | lagutch@purdue.edu |
| • Electrical and 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 BNC Director and discuss office needs

Please direct any questions to Sangeeta Abrol in BRK 1270 | abrols@purdue.edu

ONBOARDING CHECKLIST
EXTERNAL USERS**All External Users:**

- Contact Ron Reger rreger@purdue.edu to establish a **Birck technical contact** for this process who will work with you to fill out the Services Agreement, External User Request Form, and an NDA if you require one. These forms can be found on Become a User page of BNC website.

Additional steps for external users who will work on-site at BNC:

- Work with your Birck technical contact to fill out the Facilities Use Agreement, establish a Purdue email, and get a parking permit
- Join BNC Passport Group and complete BNC 111 Training
<https://www.purdue.edu/discoverypark/birck/become-a-user/training.php>
- After successful completion of BNC 111, building, & lab and/or cleanroom SOP reviews, obtain BNC badge from BNC Mailroom, BRK 1220
- Cleanroom users
see <https://www.purdue.edu/discoverypark/birck/become-a-user/training.php>
 - Complete BNC 200
 - Complete BNC 206
- 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