

# Microscopy and Imaging Facility

## New User Procedures

To become a registered user of the Microscopy and Imaging Facility within the Institute for Genomic Biology, you must be trained to use each particular instrument. To setup a training appointment, please email Mayandi Sivaguru (Shiv) at [sivaguru@igb.uiuc.edu](mailto:sivaguru@igb.uiuc.edu). **Prior** to your training appointment, you will need to complete the following **in order**:

### 1. Computer Account

In order to get keys or complete the Safety Exam you need an IGB computer account. This account will enable you to store your data within the Core Facilities. Please go to Room 2626 IGB (second floor of the Gatehouse) to establish an account.

### 2. User Information and Billing

After you get your IGB computer account setup, we will need the following information **BEFORE** we can set up a billing account. We need your PI's full name and email along with a CFOP or account number to charge your usage to. Please stop by to see Lori Heil in Room 138 IGB (concourse level) or email: [lheil@uiuc.edu](mailto:lheil@uiuc.edu). This account will be billed (monthly) whenever you use any piece of equipment in the Microscopy and Imaging Facility.

### 3. Safety Training/Exam

Prior to being issued keys/card access to the building non-faculty researchers, lab workers, and users of the Core Facilities must first pass a safety exam. Please go to the following website: <http://www.igb.uiuc.edu/training/>. Once this has been completed and passed, send a note to Lori Heil at [lheil@igb.uiuc.edu](mailto:lheil@igb.uiuc.edu).

### 4. Training

Once all of these steps have been completed, you will be able to meet with Mayandi Sivaguru (Shiv) in Room 121 for your training session.

## **5. Access to the Core Facilities**

After training is complete, take your certificate to Room 1601 IGB to let them know that you have completed training and need access to the Core Facilities. There will be an \$8.50 fee for activation of your prox card. You will get a receipt for prox card access.

## **6. Prox Card\***

To receive access to the Core Facilities, you will need to go to the University I-Card Center (Illini Union Bookstore; First Floor; 809 South Wright Street; Urbana; Monday - Friday, 9:00 a.m. - 5:00 p.m.; (217) 244-0135, idcenter@uiuc.edu). Bring the receipt from the IGB receptionist and tell them that you are part of the IGB. They will issue you a special I-Card (Prox card). This card will enable you to enter the Core Facilities at the IGB. \*If you already have a card, please disregard this step.

## **7. Other**

We strongly suggest that you use the instruments during the day when facility staff is present until you feel comfortable with the instrument and have not needed additional help for several visits. If you have not used an instrument for several months, it would be helpful to ask a staff member about upgrades before you start using the instrument again.

It is much easier to maintain the instruments when the Microscopy and Imaging Facility staff is aware of how the instruments are performing at all times. Please feel free to ask questions and let us know if the instrument is not performing as you expect or if there is something wrong in the lab.

**\*PLEASE NOTE:** If the behavior of a single user is unnecessarily endangering the equipment, or interfering with the ability of other users to conduct research after hours, further access will be denied.

**If you have any questions, please contact:**

Lori Heil, Administrative Support  
lheil@igb.uiuc.edu  
217-265-8019