

## Microscopy and Imaging Facility New User Procedures

You must complete steps 1 through 3 below before training on the instruments in the Core Facilities.

### 1. Computer Account

- Email IGB help desk at [help@igb.illinois.edu](mailto:help@igb.illinois.edu) to set up computer account.
- You must have an IGB computer account to:
  - Access the instrument calendars to reserve time
  - Work on the instruments
  - Store your research data on the IGB server

### 2. Safety Trainings/Exams (requirement for working in the IGB and Core Facilities)

Please complete the following safety trainings

- **Division of Research Safety (DRS) Online General Laboratory Safety Training**  
<https://ovcrportal.research.illinois.edu/Training/Overview.aspx?TrainingId=67>
- **Division of Research Safety (DRS) Understanding Biosafety Training**  
<https://ovcrportal.research.illinois.edu/Training/Overview.aspx?TrainingId=68>
- **Division of Research Safety Online COVID-19 Safety Training**  
<https://www.drs.illinois.edu/Page/COVID19CampusSafety>
- **IGB Research Safety Training and Quiz**  
<https://www.igb.illinois.edu/safety/training-lab>

### 3. Training Request Form

- Complete the form at: <https://www.igb.illinois.edu/corefacilities/training-request> and attach required safety training certificates.

\*\*\*\*\*Steps 1 through 3 must be completed before training\*\*\*\*\*

### 4. Training (2-part)

- First training: basic optics/theory session (Core staff will email you for availability)
- Second training: hands-on training on the instrument (Core staff will email you for availability)
- Fill out and bring IGB Entry Request Form with you to hands-on training for Core staff signature. You will find this form on the IGB website: <https://www.igb.illinois.edu/>. Email the IGB Entry Request Form to Kathy Millage **AFTER** your hands-on training is complete.

### 5. Access to the Core Facilities & IGB Building **AFTER** Hands-on Training is Complete (Read New Employee Checklist for details)

- Access New Employee Checklist for instructions for obtaining your prox card and access to the Core and IGB Building:  
<https://www.igb.illinois.edu/facilities-services/new-employee-checklist>.
- Email your completed and signed IGB Entry Request form to Kathy Millage, IGB receptionist in Room 1601 of the IGB Gatehouse **AFTER** your hands-on training is completed. Her contact information is [kmillage@illinois.edu](mailto:kmillage@illinois.edu), (217) 265-8022.
- Obtain office/room keys (if applicable) in person from Kathy Millage at the IGB Gatehouse Reception Desk. Email or call Kathy Millage (217-265-8022). There is a \$20.00 refundable key deposit, payable in cash, check (payable to the University of Illinois), credit or debit card (American Express, Discover, MasterCard, or Visa). CFOAPs cannot be used.

### 6. Obtaining Your Prox Card (If you already have a prox card, please disregard this step)

Take the following to the University I-Card Center:

- Current University I-Card. If you've never had an I-Card, you must present a government-issued photo ID (passport or driver's license).
- The I-Card Center is located at: Illini Union Bookstore, 809 South Wright Street (1<sup>st</sup> Floor), Champaign, IL  
Phone: 217-244-0135, Fax: 217-239-6899  
Email: [jdcenter@illinois.edu](mailto:jdcenter@illinois.edu)  
Hours: 9:00 a.m. – 5:00 p.m. Monday through Friday with extended hours at the beginning of each semester. Closed on designated holidays, reduced-service days, and whenever the bookstore is closed.
- New photo is taken.
- The new prox card has a five-digit code on the back upper left hand corner (distinguishing as a prox card and also serves as your I-Card).
- You do not need to return to the IGB Gatehouse with your card for activation. Allow 24-48 hours for card activation.

### 7. Card Activation

You will receive an email when your card is activated; this email may request you provide the five-digit code on the back of your new card. If you have additional questions or need further information, please contact Kathy Millage at 217-265-8022 or [kmillage@igb.illinois.edu](mailto:kmillage@igb.illinois.edu).

### 8. Other

Please follow all safety guidelines regarding COVID-19; social distancing, masks, cleaning of instruments and hands, Core hours, etc. If you have not used an instrument for several months, it would be helpful to contact a staff member about retraining 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, not practicing COVID-19 guidelines or interfering with the ability of other users to conduct research, further access will be denied.

If you have any questions, please contact: **Joyce Koeberlein**, [joyce2@illinois.edu](mailto:joyce2@illinois.edu), 217-244-0340