

Microscopy and Imaging Facility New User Procedures

Before training on the instruments in the Core Facilities, you must complete steps 1 through 3 below.

1. Computer Account

In order to get keys or complete the IGB Safety Exam, you need an IGB computer account. This account will enable you to store your data on the IGB server. Please email the IGB help desk at help@igb.illinois.edu to establish an account.

2. Safety Training/Exam

Please complete the following safety training:

- **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>

Upon completing the DRS safety trainings, print the certificates for later when you complete Step 5 and save a pdf copy to your computer.

3. Training Request Form

To set up a training appointment, please visit our website and fill out the training request form.

<https://www.igb.illinois.edu/corefacilities/training-request>.

4. Training

Once all of these steps have been completed, you will be able to meet with one of the Core Facilities Staff for your theory and hands-on training session.

5. Access to the Core Facilities

After training is complete, please have the trainer sign your IGB entry request form before you take it to Room 1601 to get your prox card and access to the IGB building and the Core Facilities. You will also need to take copies of your DRS Safety Training Certificates and IGB Safety Training Certificate to let Kathy Millage know that you have completed training and need access to the Core Facilities. The IGB Entry Request form can be found on the IGB website, <https://www.igb.illinois.edu/>, under “IGB Resources”. There will be an \$8.50 nonrefundable fee for your IGB prox card. You will get a receipt for prox card access. Some of the instruments require a key for access. If you need a key to access one of the instruments, there will be a \$20 refundable key deposit. Payment can be in the form of cash, check (payable to the University of Illinois), credit or debit; American Express, Discover, MasterCard or Visa. CFOAP accounts are not accepted for payment or deposit. Prox card access and key(s) will NOT be issued without payment or deposit.

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

Take the following to the University I-Card Center

- White payment receipt
- Current University I-Card.
- If you've never been issued a University I-Card, you must present a government-issued photo ID (for example, passport or driver's license).
- The I-Card Center is located at: Illini Union Bookstore, 809 South Wright Street (1st Floor) Champaign, IL
Phone: 217-244-0135
Fax: 217-239-6899
Email: idcenter@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 Illini Union 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).
- Allow 24-48 hours for your new card to be entered in the system.
- You do not need to return to the IGB Gatehouse with your card for 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.

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, 217-244-0340