

BIRCK NANOTECHNOLOGY CENTER ONBOARDING CHECKLIST**Internal Purdue Users:**

- Purdue career account and PUID (BNC Business Office)
- Email, password and Boilerkey (Sangeeta / ECN)
- Set-up iLab account (Purdue career account and BoilerKey needed to sign up)
<https://purdue.ilabsolutions.com/landing/808>
- Birck Business Office assigned account numbers to iLab account
- BNC Desk Request

Students / Post Docs / Visiting Scholars

- Advisor / Supervisor email: abrols@purdue.edu with 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 Jaime Turner notifying them of their desk assignment

Faculty

- Email Sangeeta Abrol @ abrols@purdue.edu to set up a meeting with BNC and discuss office needs

Director

- Join BNC Passport Group and complete BNC 111 Training
<https://www.purdue.edu/discoverypark/birck/resources/training.php>
- After successful completion of BNC111 obtain BNC badge and office key from BNC Mailroom, BRK 1220
- Cleanroom user
 - Complete BNC 200
<https://www.purdue.edu/discoverypark/birck/resources/training.php>
 - Complete BNC 206
<https://www.purdue.edu/discoverypark/birck/resources/training.php>

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

BIRCK NANOTECHNOLOGY CENTER ONBOARDING CHECKLIST**All External Users:**

- Establish contact with Ron Reger: rreger@purdue.edu
- Complete form(s) and email to Ron:
 - [Services Agreement](#)
 - External User Request Form
- Set-up iLab Account (BNC Business Office Manager)

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

- [Facilities Use Agreement](#)
- Purdue career account (BNC Business Office)
- Email, password and Boilerkey (Sangeeta / ENC)
- Parking Permit

Short Term Users

- Contact BNC Administrative Staff for A permit (Sangeeta Abrol, Nancy Black or Brenda Meador)

Long Term Users

- Take invitation letter to Parking Facilities (700 Ahlers Drive, West Lafayette, IN 47907) to purchase permit
- If no invitation letter please see Sangeeta Abrol in BRK 1027 (abrols@purdue.edu)
- Join BNC Passport Group and complete BNC 111 Training
<https://www.purdue.edu/discoverypark/birck/resources/training.php>
- After successful completion of BNC111, building, & lab and/or cleanroom SOP reviews, obtain BNC badge and office key from BNC Mailroom, BRK 1220
- Cleanroom user
 - Complete BNC 200
<https://www.purdue.edu/discoverypark/birck/resources/training.php>
 - Complete BNC 206
<https://www.purdue.edu/discoverypark/birck/resources/training.php>

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