



Imager New Member Form and Current Member Details Change Form

version 9/12/05

Date: _____

1. Your Details

Anticipated Graduation or Project Completion: _____

Surname: _____ Advisor: _____

Given name: _____

Phone: _____

Email: _____

CWL: _____

Student #: _____

Employment ID: _____

Undergrad student
MSc student
PhD Student
Co-op
Visiting Student
Visiting Professor
Other*

2. Department

a) Do you need door keys or a mailbox? YES NO (circle one)

b) Do you want to apply for a UBC CS email account? YES NO (circle one)

c) Have you checked-in with the front office? YES NO (circle one)

d) Do you need wiki access? YES NO (circle one)

3. Lab Specific

a) Name of the primary lab where you will work: _____

b) What is your room/seat number? _____

c) Do you have an Imager PC? If so, what is its name? _____

d) Do you need access to /imager file space? YES NO (circle one)

e) If you want an entry on the Imager website, provide 2-3 sentences summarising your research objectives on the back of this sheet along with your email address and the URL of your website.

f) Check the areas to which you will need access and list authorisation:

	Office Use
Database (x421)	_____
Digital Editing Suite (x610)	_____
Human Measure/Mocap (x527)	_____
Interactive Multimedia (x521)	_____
Main Imager Lab (x660)	_____
MUX (x508)	_____
Observation/Usability Labs (x625-x627)	_____
PSM (x609)	_____
Small Tools Workshop (AMPEL)	_____
Sound Studio (x600)	_____

WRITE 2-3 SENTENCES ON BACK OF FORM IF YOU WANT ENTRY ON IMAGER WEBSITE

*If you aren't being directly supervised by an Imager faculty member, please provide your reason for requesting access to Imager:

If you want an entry on the Imager Research page of the website, please summarise your project below:

URL:

DO NOT WRITE BELOW HERE

Staff Check-list

This person should first see the receptionist at the CS Main Office so they can be added to the department mailing lists, get keys, get a mailbox and so on.

- 1) If keys are needed, direct member to Monica Glaboff's office.
- 2) If this person wants a UBC CS email account, give them the application form with directions to take it to Sean Godel in ICICS 145 (signed by advisor).
- 3) Does this person have a fob? Has that fob been authorised for the requested labs?

If needed, walk them to Mcleod to get a fob (\$20 deposit required)
Exit east side of ICICS/CS, turn immediately left, follow ICICS/CS side walk, cross pavement, walk down (continuing straight) past dumpsters to double doors
Turn left into double doors, past stairway, then left into next set of double doors. Ask for fob authorisation.

Send appropriate emails for access requests (access@icics.ubc.ca)
Enter their name on-line for main Imager Lab access
(<https://secweb.cs.ubc.ca/jsp.10/external/DoorAccess/ACMS.jsp>)

Note that the Small Tools Workshop requires permission from AMPEL for access. Researcher must be entered into the safety records at the workshop when requesting access.

- 4) If Imager file space is needed, send an email to the Help Desk and cc: Dave Brent.
- 5) Contact Michael Sanderson to add them to wiki space.
- 6) Contact Chris Head/Webmaster to add their research objectives to Imager web.
- 7) Send request to add them to Imager group (Help Desk, cc: Dave Brent)
- 8) Add them to the appropriate mailing lists: imager-lab, imager-grad, imager-guest, imager-faculty, imager-staff.
- 7) Submit information to Help Desk requesting entry to userinfo: name, phone number, email, position, CWL.
- 8) Add this individual to the member inventory spreadsheet.
- 9) Order a PC if required.

Some forms:

<http://www.cs.ubc.ca/local/affairs/guest.pdf>

<http://www.cs.ubc.ca/local/affairs/acf.pdf>

<https://secweb.cs.ubc.ca/local/affairs/building/space/visitor.shtml>

<https://secweb.cs.ubc.ca/local/affairs/building/security/forms.shtml>

