SNF New Labmember Instructions for Stanford University Students and Affiliates

Welcome to SNF! Here is a brief summary of the steps to become an SNF labmember.

1. **NEW PROJECT TO SNF -Discuss your new project with a Technical Liaison**
   - All new project proposals must be reviewed with our technical liaisons to affirm your expectations can be met in our lab. Our liaisons can advise you on the feasibility, turnaround, and cost of your project, and advise you of additional resources available at Stanford and our network partners.
   - The list of technical liaisons can be found on our Technical Liaisons page.
   - If you are a new labmember being added to an existing project, a technical liaison meeting is not required, although always welcome.

2. **SUBMIT THE APPROPRIATE FORMS to snf-access@stanford.edu**
   - **Project form:** new projects only, signed by Technical Liaison
   - **Labmembership form:** all new labmembers to SNF
   - **Agreement form:** required from internal Stanford students who are performing work for outside entities (industry or outside academic)

3. **SAFETY TEST –** You must pass the SNF Safety Test which you can find here.
   - **a.** Materials to review for the test can be found here. Be sure to view the 3 videos and read through the 2 lab manuals linked on that page before taking the test (which you may refer to during the test).
   - **b.** Once you pass the test, SNF staff will be notified. You can retake the test multiple times until you pass. If you have any difficulties or issues, please email snf-access@stanford.edu.
   - **c.** You must complete the safety test, and have all forms submitted and complete, by Wednesday at 5:00 pm to be eligible for the lab safety test offered the following Monday.
   - **d.** A renewal safety test is required to be taken annually as long as you maintain your labmembership.

4. **SAFETY/ORIENTATION TOUR INVITATION** – Within 2 -3 business days of the successful completion of the safety test, you will be emailed a date for the lab safety tour. Please confirm the invitation. The lab safety tours are typically held on Mondays at 1:30 p.m. Your account will be billed for 1 hour of staff training time for the Safety Orientation.

5. **BADGER LOGIN** – After you have confirmed for the safety tour, you can set-up your user account in our Badger Lab Management System.
   - To access Badger, you must download it via the link: http://badger2-snf.stanford.edu/badger/etc/badger.jnlp. (When you start up Badger, 1-2 security warning panels will appear. Select OK, I accept and Run each time.)

- Select the New Member? button. The New Member Account will display. Those fields with an asterisk are required.
    - Email: Stanford email (sunetid@stanford.edu)
    - First and Last Name: use **initial caps** format (Firstname Lastname)
    - University ID: The 9-digit number on your Stanford ID.
    - Account: The PTA that you are authorized to charge your work to.
    - Advisor: PI.
- Select "Set Password" to continue.
- Your account will then be reviewed and you will receive a notification that your account has been set up.

Note: If you do not have it already, you may have to install the Java Runtime Environment. You can find the instructions to do this by visiting our website: http://snf.stanford.edu/labmembers/badger.htm. See ***Install Java Runtime Environment*** *for instructions for Window or Mac.*

This information can be found in more detail on the Join SNF web page. If you have any questions, please email snf-access@stanford.edu.