

## Checklist Chair of Neurobiology and Genetics

Check	Task	Contact person (room)	What to bring?	Comments
<b>Safety</b>				
<input type="checkbox"/>	Occupational safety instructions	Dr. Dirk Rieger (D010)		
<input type="checkbox"/>	S1 Biosafety instructions	Dr. Dirk Rieger (D010)		
<input type="checkbox"/>	Damaris Data Base access	Dr. Dirk Rieger (D010)		
<input type="checkbox"/>	Flyhandling, Devices, etc.	Corresponding supervisor		
<b>Workplace</b>				
<input type="checkbox"/>	JMU-Account (Network access, E-Mail, VoIP, University IT-services)	Irina Wenzel (D008)		
<input type="checkbox"/>	JMU Card (Cafeteria payment system, library access)		Optional: Portrait picture	* Order card online using <b>UserPortal</b> (link on chair's homepage –internal) * Validate card at validation terminals in the central library
<input type="checkbox"/>	Local LAN Access for laptop	Konrad Öchsner (Phone 84213)	IP/MAC address	
<input type="checkbox"/>	Network printer access	Konrad Öchsner (Phone 84213)		
<input type="checkbox"/>	Personal backup server drive	Konrad Öchsner (Phone 84213)		
<input type="checkbox"/>	Booking calendar account (microscopes)	Dr. Dirk Rieger (D 010)		
<input type="checkbox"/>	Profile for webpage	Irina Wenzel (D008)	Send research interest (English and German), publication list, portrait picture (118*130 ppx)	

## Keys/Chip/JMU

<input type="checkbox"/>	HGS (General key)	Irina Wenzel (D008)		Download key form from chair's homepage, get it signed by PI
<input type="checkbox"/>	OGS 12/1 (Förster lab doors)	Irina Wenzel (D008)		
<input type="checkbox"/>	OGS 12/2 (Wegener lab doors)	Irina Wenzel (D008)		
	Transponder Chip / JMU Card	Irina Wenzel (D008)	Send number of your chip/JMU card (small, long number, upper right corner of the card) and access times needed: <b>6:00 – 20:00 (no weekends or bank holidays,) or 24/7 (all year round)</b>	
<input type="checkbox"/>	Only floor doors			
<input type="checkbox"/>	DK 01			
<input type="checkbox"/>	CK 70			
<input type="checkbox"/>	DK 02/03			
<input type="checkbox"/>	Professor /Secretary office			
		<b>Mailing lists</b>		
<input type="checkbox"/>	Förster Lab	Irina Wenzel (D008)		Please let me know to which list you want to be added to
<input type="checkbox"/>	Wegener Lab	Irina Wenzel (D008)		
<input type="checkbox"/>	Ache Lab	Irina Wenzel (D008)		
<input type="checkbox"/>	Rieger Lab	Irina Wenzel (D008))		
<b>IT/Software</b>				
<input type="checkbox"/>	IT (Software, Hardware)	Konrad Öchsner (Phone 84213) Irina Wenzel (D008)		
<input type="checkbox"/>	Office equipment	Irina Wenzel (D008)		
<input type="checkbox"/>	Consumables/Lab equipment	Dr. Dirk Rieger (D010) Technical assistants		