

# How to Join a BioE Lab (Updated Summer 2024)

Please carefully read and complete all instructions below to join a lab in the Department of Bioengineering. You may send questions to BioE Lab Operations and Safety Manager Jeremy Marshall at [j.marshall@northeastern.edu](mailto:j.marshall@northeastern.edu).

## Step 1: NEU account

Verify that you have an active status with Northeastern University (e.g. student, staff, faculty, volunteer, visiting scholar). For volunteers, visiting scholars, and visiting researchers, please note that obtaining a Sponsored Account may not be sufficient for lab access. If you are not sure if you have an active status with Northeastern University, contact the Department of Bioengineering Business Manager, Esther Cohen ([e.cohen@northeastern.edu](mailto:e.cohen@northeastern.edu)).

## Step 2: Confer with PI

Contact the faculty member/PI of the lab you wish to join. Once you have reached an agreement to join the lab, move to the next step.

## Step 3: Register for SciShield (formerly BioRaft)

- A. Request for your PI to add you to their Lab Member List on SciShield

## Step 4: Complete SciShield trainings

Follow below guidance to complete the necessary trainings to enter a specific lab space.

- A. Your prospective PI adds you to their lab's roster on SciShield.
  - a. Register for and complete the SciShield-hosted safety training requirements for the lab. Most Lab Safety Trainings will be automatically assigned to your account for completion once you have been added to your lab. Note that certain classroom courses are conducted by [Office of Academic Research Safety](#) (OARS) staff over Microsoft Teams at set times which you must register for via SciShield.
  - b. Complete the trainings you receive via automated e-mails. You may also review the training requirements by going to [this list of student resources](#) and selecting the document titled "Safety Training Requirements and navigating to the lab you are joining."

To access online trainings:

- A. Navigate to SciShield and log in.
- B. Click on "Training" on the left-hand banner then select "Course Directory."
- C. Click on "Launch Course" for each online course you must complete.
- D. Click on "Sign Up" for each classroom course you must complete and select a date/time that works for you.

**Important:** When you log into SciShield, the main page will show you a table of required training. *This table may not be comprehensive.* The only way to know if you have completed all the required training for your lab is to compare the Bioengineering Safety Training Requirements document to your full training history in SciShield.

#### Step 4.1: Autoclave training

If you need autoclave access, complete the Autoclave I training on SciShield. Then, ask an experienced user to demonstrate how to use your building's autoclave. Email the BioE Lab Operations and Safety Manager, Jeremy Marshall at [j.marshall@northeastern.edu](mailto:j.marshall@northeastern.edu), and cc the person who trained you to request card access.

#### Step 5: Get Card Access

Once you've completed the required trainings, please fill out this [BioE HuskyCard Access Request Form](#). Completing this document with all of the necessary information will allow the BioE Lab Operations and Safety Manager to grant you access to the appropriate lab spaces associated with your PI.

#### Step 6: Pay attention to expiration dates!

**SciShield:** Some trainings will require regular recertification. Please keep an eye out on those expiration dates. Reach out 7-10 days before your card access expires to extend access to lab spaces. If you are graduating, please reach out at least 14 days before that expiration date.

**Enrollment:** Your card access will expire if the semester ends and you are not enrolled for the next. The Husky card office will list you as a "former student" and your card access for lab, office, and campus spaces will end. While this is fixable, it's much simpler to double check your enrollment status as the semester ends.

#### Step 7: Going forward

To request access to additional lab spaces, repeat Steps 4 through 7.