New Member Checklist

Welcome to the Shan and Mak Group! Now that you're a member, here is a short to do list to help get you started. (This page is a copy of Mceuen group, we should edit it)

- Get forms for keys.
- Go on lab safety tour.
- Get lab keys.
- Take EH&S safety classes.
- Get lab wiki account.
- Enter contact information on wiki.
- Get signed up for mailing lists and group calendars.
- Get expense account number.
- Sign up for machine shop class. (Graduate Students; if desired)
- Adobe license (Postdoc, if desired)
- Create an Evernote account. (Recommended)
- Create a Zotero account. (Recommended)
- Take advantage of Cornell's Box subscription. (Recommended)

Get forms for keys.

Before you can get keys to the lab, you have to get a form from Tracy Davenport in PSB G-72. The form will detail the required safety trainings you'll need before you can get keys. The keys you'll want will be for room B-34 (all Group offices and labs). You may want to get access to the stockroom which require a form in the stockroom

Go on lab safety tour.

You are not allowed to get keys to the lab until you have taken the lab safety tour. This tour just goes through a checklist of how to get information about chemicals used in the lab, what to do in the case of a spill, and how to dispose of chemicals safely. Any senior group member can give this tour, but it is nominally the responsibility of the group safety representative (currently Yanhao). Make sure to fill out and sign the safety tour form while doing the tour.

Get lab keys.

Once you have done the safety tour, you can get signed off to get the keys for the lab. You need form from Tracy and she will let you know the signatures you need to get a key.

Take EH&S safety classes.

This required course is offered on Blackboard. It's mostly information about MSDS, chemical disposal, who to contact in case of emergency, etc. You have a choice of either completing it online or of signing up to attend the same powerpoint and video in person. There is a short quiz at the end.

Fire safety training is also required of all graduate students.

Most of the relevant EH&S classes are available as online courses, including Fire Safety and Laser Safety.

Get lab wiki account.

Ask Raymond to be added as a user for the Confluence Wiki. Your Cornell NetID will be the login credential for the site.

Enter contact information on wiki.

Click on the Contact Information link in the wiki. Copy the line of another person and enter your contact information.
Get signed up for mailing lists and group calendars.

Sofar for the group calendar, you can ask people to add to glove box and transfer station. There are also group measurement equipment calendar and group meeting calendar.

Get expense account number.

Account information may not be open to public?

Get started at CNF. (Graduate Students & Post doc)

You can find the CNF New User application here. Once you've submitted it, you'll want to schedule the CNF safety training, which takes a day-and-a-half (Monday-Tuesday). Try to complete the safety training before the end of May - at that point CNF shuts down for a week during the annual steam shutdown. Once it's back online, a lot of outside users and REUs come to CNF in the summer, and the safety training sessions will fill quickly. (n.b.: At the safety training, you will have lunch with the CNF staff, and they will ask you to briefly explain your fabrication plans on the white board.)

Once you have completed safety training you are an authorized CNF user and can enter the cleanroom on your own, but you will still need to be trained on individual tools before you can use any of them. Tool training is sometimes scheduled on this page or on the list of CNF area notices, but for most tools you will need to email the tool manager to schedule an appointment. It is best to follow another group member around when you first start working with tools, as they can offer guidance and provide our group's standard recipes, which will save you a lot of time and frustration.

Ask Paul if it is alright to take the CNF Short Course. (You need to clear it with Paul first as there is a fee associated with it.) This course is independent of the Safety Training. The Short Course will give you an overview of everything in the cleanroom, but it does not provide any technical training. It is useful from an informational standpoint - and it is generally enjoyable.

Sign up for machine shop class. (Graduate Students; if desired)

To gain access to the machine shop you must complete a course to learn machining basics. Go talk with Nate in the Student Machine Shop to find out more. You will need Paul's signature to sign up, but he always approves people to take the class.

Adobe license(Postdoc, if desired)

Post doc and staff member can send email to itcoecis-help@cornell.edu and stating you are post doc and ask for an adobe license, you need to state your netid and business purpose(modifying figures for publications).

Create an Evernote account. (Recommended)

Evernote is a great tool to use as a digital lab notebook, and several McEuen Group members currently make use of it. You can toss literally anything into it, as well as easily share links etc., and you can export everything as an HTML, preserving all of your links and attachments for backup. I (Kathryn) personally use Evernote in many different aspects of my life, and I think the premium annual subscription is definitely worth it. (I think it would be worth it even if I was only using it for science.) I recommend starting with the free version and seeing how much you use it and how well you like interacting with it. If you're in love (several of us are), upgrade.

Create a Zotero account. (Recommended)

Zotero is an open-source reference management and collaboration tool. We have created a McEuen Group group in Zotero to easily share relevant papers - including background reading for new members. Depending on what you want from your reference manager, the Zotfile add-on might be useful to you, so check out its features. Zotero also has plug-ins for Word & LibreOffice so that writing and citing is minimally stressful. The free version of Zotero should be sufficient for your needs; one of the existing members will have to invite you to the group.

Take advantage of Cornell's Box subscription. (Recommended)
Cornell has an unlimited institutional storage subscription with Box available to all faculty, students, and staff. Take advantage of it. We have our physical group server, wheatley, which should be a dumping place for your McEuen files, but backing up your wheatley files apart from the group's computing is **super important** too. Take advantage and use Box. Cornell has it set up so that you can use your netID and Cornell password; you don't have to create your own account.