Coral Registration Process Guide

Link to Coral Registration

- All shop and facilities users must create a UW A&A CORAL account.
- Log in to coral for safety training, schedules, and machine shop reservations.
- All users must complete all requisite training before making a reservation.
- This manual will show how to complete the registration. Please read all text during each registration step.
- You must complete all steps (1 to 16). Once you finish all the steps, the “Waiting for” column will turn into “--”.

User Role

Define User Role

- UW or External: my work at the facility will be paid for using a UW budget number. I will specify the budget number or indicate membership in a course program or ROI that has predefined billing arrangements, at the next step.

User Role

Additional Roles

- In general, select your course instructor’s / research advisor’s name.

Contact

Identity and Contact Information

Principal Investigator

Check this box if you are taking lab/capstone course
Billing

- For graduate students who are registering Coral for your research, please contact your research advisor for the billing information detail.

PI Agreement

- Once you finish Step 1-6 properly, paste the address to your PI to approve your identity.

- Click “OK” to change the status into “PI approval”. Your PI will receive instruction to

Coral

- Once you finish Step 1-7 properly, the lab staff will register your NetID with CORAL. Click “OK” to change the status into “staff approval”. Sit tight, and you should be notified by your email when the activation is done.

EHS Trainings

- All training must be complete and current (7 in total) before proceeding to the orientation step. Please give yourself adequate time to complete these training sessions as the average time to complete all training sessions is 3-4 hours.

- Some trainings do expire after a period of time.
• Use EHS Training Records website to check your status.

Orientation

• This step will be an in-person 1-hour safety training in the A&A Machine Shop, please register for an available training. Below is an example of what you should see for scheduled safety training.

• Before you can start registering for an orientation, you must already have been approved at step 1-14.

Lab Orientation

You must undergo orientation at each location in A&A before you may use that location. Orientation must be done in person. Please register for one of the orientation sessions listed below:

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<tr>
<th>ID</th>
<th>Trainer Name</th>
<th>Location</th>
<th>Starts</th>
<th>Ends</th>
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If no sessions are listed, or if you cannot make any of the listed sessions, please contact sweeney@uw.edu to register for orientation.
Equipment Training Signup Guide

- After completing the Coral registration process, users can sign up for additional shop training (CNC machinery, laser cutter, milling machine, lathe).
- If you haven’t finished registering the CORAL, please refer to the *Coral Registration Process Guide* and finish creating the account first.
- If you had training and experience at other places (e.g. ME machine shop) before, please let the facility team faculty know for permission.

**STEP1.** [Log in](#) to your CORAL account
**STEP 2. Schedule Reservation**

1. Select “Lab” and hit the “Courses” tab below.

2. Single click the available course you wish to take.
   - You have to finish 101 to be able to register for 102.

3. Double check the info and click “Register”. You can also unregister it by following the same process.

4. Pop-out window shows you the status.
Equipment Reservation Guide

- Users must reserve equipment before use. This manual will guide you to make reservation, and enable equipment in the machine shop.
- If you haven’t finished registering the CORAL, please refer to the *Coral Registration Process Guide* and finish creating the account first.
- If you haven’t finish trainings for specific equipment (CNC machinery, laser cutter, milling machine, lathe), please refer to the *Equipment Training Signup Guide* and finish the trainings first. If you had training and experience at other places (e.g. ME machine shop) before, please let the facility team faculty know for permission.

**STEP1. Log in** to your CORAL account
**STEP 2.1 Create Reservation**

1. Hit the Equipment tab
2. Select machine shop
3. Click on the equipment to open reservation calendar
4. Single click on the calendar to create 30 minutes reservation

Eg. The reservation for the “Aliant” mill is shown here. You will be able to see all the reservation made by other users as well.
**STEP 2.2 Edit Reservation**

5. Double click to edit reservation

Choose "Project" "Account" that work is being done for.

6. Remember to click the "Save" button to update reservation.
STEP 3 Enable & Disable Equipment:

- Enabling of equipment requires reservation (Step2).
- Remember to disable equipment after use.

1. Click on the equipment that you are going to use

2. Click on “Enable” after your reservation time has started

3. Click on “Disable” after use