AA Coral Registration Instruction

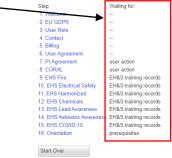
*Click on the page number in the contents table will bring you to specific section directly.

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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

Step	Waiting for	
1: Welcome	-	Define these Dete
2: EU GDPR		Define User Role
3: User Role		
4: Contact		Please choose the first correct statement from the lists of statements below. Your answer to these questions will determine which other questions will apply to you, so please read carefully.
5: Billing	user action	
6: User Agreement 7: CORAL	user action	
8: EHS Fire	user action EH&S training records	UW or External
9: EHS Electrical Safety	EH&S training records	
10: EHS Harmonized	EH&S training records	@UW Internal Billing: 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 RSO that has predefined billing arrangements, at the next step.
11: EHS Chemicals	EH&S training records	Cexternal Billing: my work at the facility will be paid by a non-UW entity using a purchase order, electronic check, or wire transfer. (Please note that we cannot accept payment by credit card.)
12: EHS Lead Awareness	EH&S training records	
13: EHS Asbestos Awarenes:	EH&S training records	
14: EHS COVID-19	EH&S training records	User Role
15: Orientation	prerequisites	
		Facility User: I will use the facility hands-on.
Start Over		ORemote-Only User: I will send samples to be processed or request items to be fabricated but I will not use the facility hands-on.
		○Non-User: My interaction with the facility will be limited to sponsoring students and/or billing or administrative tasks only.
		Additional Roles
		Please choose all that apply.
		□ PI. Independent of how or whether I will use the facility. I am the principal investigator for the project and may sponsor other users.
		Pr. independent of nov or whether I will use the factury, I am the principal investigator for the project and may sponsor other tasks.
		Course/rogramixSO/ i am panticipating in a special course, program or registered student organization that takes place in the facility and has predefined building arrangements. I will indicate which one at the facility should be a special course.
Che	ck this how if	vou are taking lab/capstone course
Cile		you are taking lab/capstone course ok
		Questions? Comments? Please contact the Coral support team at AA-registration@coral washington edu.

Contact

Step	Waiting for	
1: Welcome	a 10	
2: EU GDPR	22	dentity and Contact Information
3: User Role		
4: Contact	100	sase let us know your name and how to contact you. If you have a UW HuskyCard, please include your name as it appears on your HuskyCard. If you have a nickname you would like to use, please include it in parentheses, e.g., Your Real Name (Your Nickname).
5: Billing	-	
6: User Agreement	-	4 defense 4
7: CORAL		st Name
8: EHS Fire	11	
9: EHS Electrical Safety	-	t Name 1
10. EHS Harmonized	-	partment Assessmentics & Astronomics
11: EHS Chemicals	CT	Partment Aeronautics & Astronautics
12: EHS Lead Awareness	-	pt. Role 👻
13. EHS Asbestos Awareness		one Number *
14: EHS COVID-19	*	
15: Orientation	user action	In general, select your course instructor's / research advisor's name.
Start Over		Irincipal Investigator
		ndbal Investigator
		ou are not involved in research or development, you may not have a PI. In that case, select if don't have a PI/ It you are a UW user without a PI, please contact us now at the address below to discuss your case.
		the that if your chosen Pi dees not already appear on the list of Pis, he or she must also go through an abbreviated form of this registration before yours can be fully precessed in that case, you should continue to fill out the forms here, but be sure to follow the directors at the PI Agreement step to ensure that

Billing

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

1	Step	Waiting for									
	1: Welcome	-									
	2: EU GDPR		Billing Info	rm	ati	on					
	3: User Role										
	4: Contact		Please note: If you are using a	budge	t numbe	r beginning	with 74 or 75, you	r department may	require the use o	f project, task o	or option codes. Please check with your PI or department administration if you are using a 74- or 75- budget and are not sure whether you
	5: Billing	-	need to specify project, task o	option	codes.						
	6: User Agreement										
	7: PI Agreement	user action	Budget Number	Task	OptionF	Project	Company	Worktag	Sub-worktags	Percent	
	8: CORAL	user action									
	9: EHS Fire	EH&S training records									
	10: EHS Electrical Safety	EH&S training records									
	11: EHS Harmonized	EH&S training records									
	12: EHS Chemicals	EH&S training records									OK
	13: EHS Lead Awareness	EH&S training records									
	14: EHS Asbestos Awareness	EH&S training records									
	15: EHS COVID-19	EH&S training records									
	16: Orientation	prerequisites									
	Start Over										

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

Step	Waiting for					
1: Welcome						
2: EU GDPR		PI Sign Lab Agreement				
3: User Role		• •				1
4: Contact	-	The principal investigator (for students, usually your advisor) must also sign a use agreement before we can finish processing your registr	ation. Please ask your PL whom you identified earlier as	Step	Waiting for	ough it may wrap onto
5: Billing		two lines);	allon. Thease ask your TT, this in you identified carrier as	1: Welcome		ough k may map onto
6: User Agreement				2: EU GDPR		1
7: PI Agreement	user action	https://www.coral.washingto	n.edu/sp.cgi?lab=AA&sp=	3: User Role		1
8: CORAL 9: EHS Fire	user action	to agree to the terms as FACULTY USER.		4: Contact		1
9: EHS Fire 10: EHS Electrical Safety	EH&S training records EH&S training records	to agree to are territo and product in OCLA.		5: Billing		1
11: EHS Harmonized	EH&S training records	If you are in the very unusual situation of being a UW-user without a PI, please contact us to discuss your case. Your registration will not p	roceed until we have manually passed you at this step.	6: User Agreement		1
12: EHS Chemicals		Otherwise, if your computer is set up for email, please send instructions to your Pl before you continue.			PI approval	
13: EHS Lead Awareness	EH&S training records	Curerwise, ir your computer is set up for email, prease send instructions to your in boute you computer is.		8: CORAL	staff approval	1
	EH&S training records		Hit the button			1
15: EHS COVID-19	EH&S training records			9: EHS Fire		1
16: Orientation	prerequisites			10: EHS Electrical Safety		1
				11: EHS Harmonized		1
Start Over				12: EHS Chemicals		1
				13: EHS Lead Awareness		1
				14: EHS Asbestos Awareness		1
				15: EHS COVID-19		1
Coral				16: Orientation	prerequisites	

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.

Step	Waiting for			
1: Welcome	-			
2: EU GDPR	-	LIM CODAL ID Activation	Step	Waiting for
3: User Role		UW CORAL ID Activation	1: Welcome	
4: Contact			2: EU GDPR	
5: Billing 6: User Agreement	-	The next step is for lab staff to register your UW NetID with CORAL. You will be notified by email at your email when this has happened.	3: User Role	
7: PI Agreement		Once you have a working UW CORAL ID, you may reserve time on any lab instruments that you are trained to use (or that require no training), preview your billing online, and transfer files to and from		
8: CORAL	user action	Coral Web Front-End.	4: Contact	
9: EHS Fire		Note that, depending on which lebyou are registering for, and what user role you chose at the beginning, there may still be more steps for you to complete.	5: Billing	
10: EHS Electrical Safety	EH&S training records	Twie una, depending on which be you are registering to, and what user the you chose at the beginning, there may suit be note steps of you to comprete.	6: User Agreement	
11: EHS Harmonized	EH&S training records	Hit the button	7: PI Agreement	PI approval
12: EHS Chemicals	EH&S training records	ОК	8: CORAL	staff approval
13: EHS Lead Awareness	EH&S training records		9: EHS Fire	
14: EHS Asbestos Awareness				
15: EHS COVID-19	EH&S training records		10: EHS Electrical Safety	
16: Orientation	prerequisites		11: EHS Harmonized	
			12: EHS Chemicals	
Start Over			13: EHS Lead Awareness	
		Questions? Comments? Please contact the Coral support team at AA-registration@coral washington.edu.	14: EHS Ashestos Awareness	
		Guessons) commence: mease consist are consist and consist and consistent and an and consistent and an an and an		s
			15: EHS COVID-19	
			16: Orientation	prerequisites

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.

Step	iling for
1: Welcome	ELICE "Eite Extinguisher Training" online training
2: EU GDPR	EH&S "Fire Extinguisher Training" online training
3: User Role	
4: Contact	To be a user of this lab, you must pass EH&S's "Fire Extinguisher Training" online training.
5: Billing	NOTE THAT THE HANDA ON FIRE ENTRICHMENT TO AN ALL AN EXCEPTION TO MEET THE PERMIT
6: User Agreement	NOTE THAT THE HANDS-ON FIRE EXTINGUISHER TRAINING IS NOT SUFFICIENT TO MEET THIS REQUIREMENT.
7: PI Agreement	rr action You must already have a UW NetID to take this course. When you have a NetID, please follow the instructions below.
8: CORAL	ir action
9: EHS Fire	&S training records 1. Visit EH&S's "Fire Extinguisher Training" online training site.
10: EHS Electrical Safety	&S training records 2. Plan at least half an hour, but take as long as you need to complete the training successfully.
11: EHS Harmonized	&S training records 3. If your UW NetID is very new, the site containing the training module may fail with the error Oops. We can't find your account. This issue should resolve itself within two business days, but if it does not, please contact UW EH&S Training at ehstrain@ww.edu
12: EHS Chemicals	4S training records for assistance.
13: EHS Lead Awareness	4. When you are presented with your score, take a screen shot, in case the site does not give you a certificate. (The screen shot is not a certificate, but we can use it to demonstrate to the EH&S department that you have passed the course, and they can provide
14: EHS Asbestos Awarenet	8.S training records you with a certificate.)
15: EHS COVID-19	4.8 training records 5. The UW CORAL registration system will recognize the training when it appears on EH&S's training records site, which may take up to one business day.
16: Orientation	recujular
	Keep a copy of the certificate for your records.
Start Over	Please note that this training expires after a period of time, so if you have taken this training in the past but not recently, you may need to take it again. Please check your training status at
Start Over	rease now making expires and a period on the son you have used in a standing in the part out not receively, you may need to use it adjust. Prease check you maring status at https://desty.washington.edu/estatu/sahubcookie/profile/ani/sahubcookie
	mişis vdepisi vasınınğılan edulenaspudcolokisi prodiniyu anıngazi pri pi you are unsure.
	OK
	un .
	Questions? Comments? Please contact the Coral support team at AA-registration@coral.washindton.edu.
	description of the set

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 AA before you may use that location. Orientation must be done in person. Please register for one of the orientation sessions listed below.

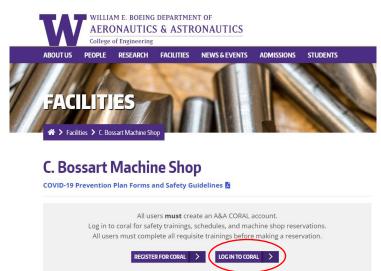
ID	Trainer	Name	Location	Starts	Ends	Capacity	Available	
1071	skrewson	Safety Orientation	Gug 115 - AA Shop	2022-10-03 17:00	18:00	10	10	View Registrants
1072	skrewson	Safety Orientation	Gug 115 - AA Shop	2022-10-05 17:00	18:00	10	10	View Registrants
1073	skrewson	Safety Orientation	Gug 115 - AA Shop	2022-10-11 17:00	18:00	10	10	View Registrants
1074	skrewson	Safety Orientation	Gug 115 - AA Shop	2022-10-13 17:00	18:00	10	10	View Registrants
1075	skrewson	Safety Orientation	Gug 115 - AA Shop	2022-10-17 16:00	17:00	10	10	View Registrants
1076	skrewson	Safety Orientation	Gug 115 - AA Shop	2022-10-19 16:00	17:00	10	10	View Registrants
1077	skrewson	Safety Orientation	Gug 115 - AA Shop	2022-10-25 16:00	17:00	10	10	View Registrants
1078	skrewson	Safety Orientation	Gug 115 - AA Shop	2022-10-27 16:00	17:00	10	10	View Registrants
1079	skrewson	Safety Orientation	Gug 115 - AA Shop	2022-10-31 17:00	18:00	10	10	View Registrants
1080	skrewson	Safety Orientation	Gug 115 - AA Shop	2022-11-02 17:00	18:00	10	10	View Registrants
1081	skrewson	Safety Orientation	Gug 115 - AA Shop	2022-11-08 17:00	18:00	10	10	View Registrants
1082	skrewson	Safety Orientation	Gug 115 - AA Shop	2022-11-10 17:00	18:00	10	10	View Registrants
1083	skrewson	Safety Orientation	Gug 115 - AA Shop	2022-11-14 15:00	16:00	10	10	View Registrants
1084	skrewson	Safety Orientation	Gug 115 - AA Shop	2022-11-16 15:00	16:00	10	10	View Registrants
1085	skrewson	Safety Orientation	Gug 115 - AA Shop	2022-11-22 15:00	16:00	10	10	View Registrants
1086	skrewson	Safety Orientation	Gug 115 - AA Shop	2022-11-23 15:00	16:00	10	10	View Registrants
1087	skrewson	Safety Orientation	Gug 115 - AA Shop	2022-11-28 17:00	18:00	10	10	View Registrants
1088	skrewson	Safety Orientation	Gug 115 - AA Shop	2022-11-30 17:00	18:00	10	10	View Registrants
1089	skrewson	Safety Orientation	Gug 115 - AA Shop	2022-12-06 17:00	18:00	10	10	View Registrants
1090	skrewson	Safety Orientation	Gug 115 - AA Shop	2022-12-08 17:00	18:00	10	10	View Registrants

If no sessions are listed, or if you cannot make any of the listed sessions, please contact aafacilities@uw.edu to register for orientation.

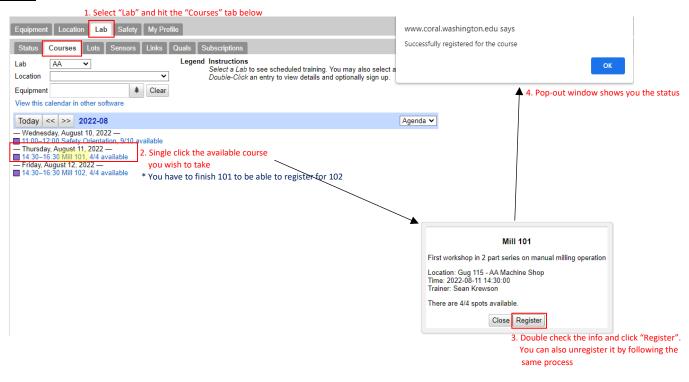
Equipment Training Signup Guide

- 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 <u>Coral Registration Process</u> <u>Guide</u> 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



Equipment Reservation Guide

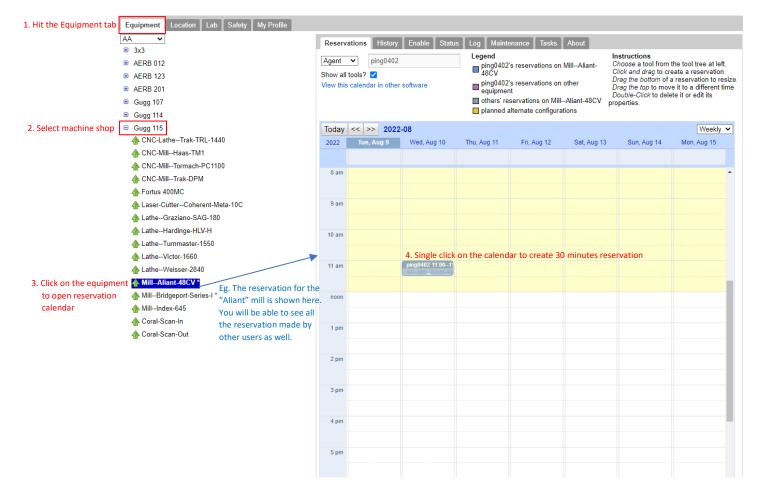
- Users must reserve equipment before use. This manual will guide you to make reservation, and enable equipment in the machine shop.
- If you haven't finished registering the CORAL, please refer to the <u>Coral Registration Process</u> <u>Guide</u> and finish creating the account first.
- If you haven't finish trainings for specific equipment (CNC machinery, laser cutter, milling machine, lathe), please refer to the <u>Equipment Training Signup Guide</u> 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



COVID-19 Prevention Plan Forms and Safety Guidelines All users must create an A&A CORAL account. Log in to coral for safety trainings, schedules, and machine shop reservations. All users must complete all requisite trainings before making a reservation.

STEP 2.1 Create Reservation



Today	<< >> 2022	-08							Wee	kly 🗸
2022	Tue, Aug 9	Wed, Aug 10	Thu, Aug 11	Fri, Aug 12	Sa	t, Aug 13	Sun, Aug	14	Mon, Aug 1	5
					Chung	-Ping Ho - p	ing0402@uv	v.edu		
8 am					Lab	AA	~			^
					Item	AAMillA	liant-48CV			
9 am					Agent	ping0402 (Chung-Ping	Ho)		
					Member	ping0402 (Chung-Ping	Ho)		
10 am					Project	AA GSA 🗸		-		
		5. Double click to edit	reservation		Account	AA Staff 🗸	that work is	being do	ne for	
11 am		ping0402 11:00-11 AAMill_Aliant-48			Process					
					Start	2022-08-1	0 11:00:00			
noon				rt" "End" times to	End	2022-08-1	0 11:30:00			
			desire re	servation length.	Minutes	30.00				
1 pm					Flags	Expedi	ted			
					Dele	te Save F	Repeat Can	cel		
2 pm							click the "Save"		1	
2 pm						button to upda	ate reservation			
										_
3 pm										
4 pm										

STEP 2.2 Edit Reservation

STEP 3 Enable & Disable Equipment:

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

