AA Coral Registration Instruction
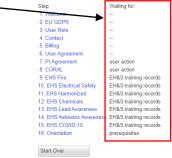
Click on the page number in the contents table will bring you to specific section directly.

Contents

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 "--"

Step	Waiting for
1: Welcome	--
2: EU GDPR	--
3: User Role	--
4: Contact	--
5: Billing	--
6: User Agreement	--
7: PI Agreement	user action
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
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

User Role

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Start Over

Define User Role

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.

UW or External

◉ **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.

○ **External 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*.)

User Role

◉ **Facility User**: I will use the facility hands-on.

○ **Remote-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.

☐ **Course/Program/RSO**: I am participating in a special course, program or registered student organization that takes place in the facility and has predefined billing arrangements. I will indicate which one at the next step.

Check this box if 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
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8: EHS Fire	--
9: EHS Electrical Safety	--
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13: EHS Asbestos Awareness	--
14: EHS COVID-19	--
15: Orientation	user action

Start Over

Identity and Contact Information

Please 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)*.

Email Address *

First Name *

Last Name *

Department *   Aeronautics & Astronautics

Dept. Role *

Phone Number *

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

Principal Investigator

Principal Investigator *

If you are not involved in research or development, you may not have a PI. In that case, select *I don't have a PI*. If you are a UW user without a PI, please contact us now at the address below to discuss your case.

Note that if your chosen PI does 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 processed. In that case, you should continue to fill out the forms here, but be sure to follow the directions at the *PI Agreement* step to ensure that your registration is approved in a timely manner.

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.

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

| Equipment | Location | Lab | Safety | My Profile |

| Status | Courses | Lots | Sensors | Links | Quals | Subscriptions |

Lab AA
Location
Equipment [ ] 🔔 Clear

Legend Instructions
Select a Lab to see scheduled training. You may also select a
Double-Click an entry to view details and optionally sign up.

View this calendar in other software

| Today | << | >> | **2022-08** | Agenda

— Wednesday, August 10, 2022 —
■ 11:00–12:00 Safety Orientation, 9/10 available
— Thursday, August 11, 2022 —
■ 14:30–16:30 Mill 101, 4/4 available
— Friday, August 12, 2022 —
■ 14:30–16:30 Mill 102, 4/4 available

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

www.coral.washington.edu says

Successfully registered for the course

OK

4. Pop-out window shows you the status

Mill 101

First workshop in 2 part series on manual milling operation

Location: Gug 115 - AA Machine Shop
Time: 2022-08-11 14:30:00
Trainer: Sean Krewson

There are 4/4 spots available.

Close Register

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

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

| Equipment | Location | Lab | Safety | My Profile |

AA

⊞ 3x3
⊞ AERB 012
⊞ AERB 123
⊞ AERB 201
⊞ Gugg 107
⊞ Gugg 114

2. Select machine shop
⊟ Gugg 115

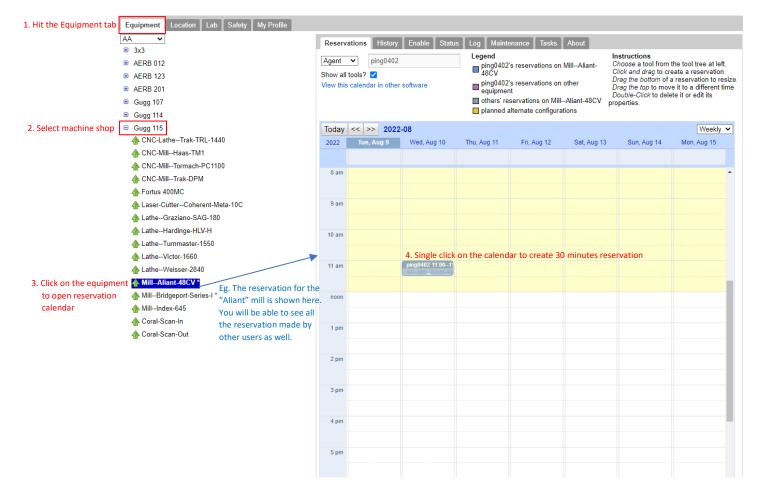⬆ CNC-Lathe--Trak-TRL-1440
⬆ CNC-Mill--Haas-TM1
⬆ CNC-Mill--Tormach-PC1100
⬆ CNC-Mill--Trak-DPM
⬆ Fortus 400MC
⬆ Laser-Cutter--Coherent-Meta-10C
⬆ Lathe--Graziano-SAG-180
⬆ Lathe--Hardinge-HLV-H
⬆ Lathe--Turnmaster-1550
⬆ Lathe--Victor-1660
⬆ Lathe--Weisser-2840

3. Click on the equipment to open reservation calendar
⬆ Mill--Aliant-48CV *

⬆ Mill--Bridgeport-Series-I *
⬆ Mill--Index-645
⬆ Coral-Scan-In
⬆ Coral-Scan-Out

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.

| Reservations | History | Enable | Status | Log | Maintenance | Tasks | About |

Agent   ping0402

Show all tools? ☑

View this calendar in other software

Legend
🟦 ping0402's reservations on Mill--Aliant-48CV
🟪 ping0402's reservations on other equipment
⬛ others' reservations on Mill--Aliant-48CV
🟨 planned alternate configurations

Instructions
Choose a tool from the tool tree at left.
Click and drag to create a reservation.
Drag the bottom of a reservation to resize.
Drag the top to move it to a different time.
Double-Click to delete it or edit its properties.

| Today | << | >> | **2022-08** | | | | | | Weekly ▼ |

| 2022 | Tue, Aug 9 | Wed, Aug 10 | Thu, Aug 11 | Fri, Aug 12 | Sat, Aug 13 | Sun, Aug 14 | Mon, Aug 15 |

8 am
9 am
10 am

4. Single click on the calendar to create 30 minutes reservation

11 am   ping0402 11:00--1
         AA--Mill--Aliant-4

noon
1 pm
2 pm
3 pm
4 pm
5 pm

STEP 2.2 Edit Reservation

STEP 3 **Enable & Disable Equipment:**

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