

AA Coral Registration Instruction

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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 “--”

Step	Waiting for
1: Welcome	--
2: EU GDPR	--
3: User Role	--
4: Contact	--
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7: PI Agreement	user action
8: CORAL	user action
9: EHS Fire	EHS&S training records
10: EHS Electrical Safety	EHS&S training records
11: EHS Harmonized	EHS&S training records
12: EHS Chemicals	EHS&S training records
13: EHS Lead Awareness	EHS&S training records
14: EHS Asbestos Awareness	EHS&S training records
15: EHS COVID-19	EHS&S training records
16: Orientation	prerequisites

Start Over

User Role

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1: Welcome	--
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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

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1: Welcome	--
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7: CORAL	--
8: EHS Fire	--
9: EHS Electrical Safety	--
10: EHS Harmonized	--
11: EHS Chemicals	--
12: EHS Lead Awareness	--
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

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.

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Billing Information

Please note: If you are using a budget number beginning with 74 or 75, your department may require the use of project, task 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 need to specify project, task or option codes.

Budget Number	Task	Option	Project	Company	Worktag	Sub-worktags	Percent

OK

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

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PI Sign Lab Agreement

The principal investigator (for students, usually your advisor) must also sign a use agreement before we can finish processing your registration. Please ask your PI, whom you identified earlier as _____, to agree to the terms as FACULTY USER.

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 proceed until we have manually passed you at this step.

Otherwise, if your computer is set up for email, please send instructions to your PI before you continue.

OK

Hit the button

Start Over

<https://www.coral.washington.edu/sp.cgi?lab=AA&sp=>

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5: Billing	--
6: User Agreement	--
7: PI Agreement	PI approval
8: CORAL	staff approval
9: EHS Fire	--
10: EHS Electrical Safety	--
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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.

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UW CORAL ID Activation

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.

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 Coral Web Front-End.

Note that, depending on which lab you are registering for, and what user role you chose at the beginning, there may still be more steps for you to complete.

OK

Hit the button

Start Over

Questions? Comments? Please contact the Coral support team at AA-registration@coral.washington.edu.

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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

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EH&S "Fire Extinguisher Training" online training

To be a user of this lab, you must pass EH&S's "Fire Extinguisher Training" online training.

NOTE THAT THE HANDS-ON FIRE EXTINGUISHER TRAINING IS NOT SUFFICIENT TO MEET THIS REQUIREMENT.

You must already have a UW NetID to take this course. When you have a NetID, please follow the instructions below:

1. Visit EH&S's "Fire Extinguisher Training" online training site.
2. Plan at least half an hour, but take as long as you need to complete the training successfully.
3. If your UW NetID is very new, the site containing the training module may fail with the error Oops. This issue should resolve itself within two business days, but if it does not, please contact UW EH&S Training at ehstrain@uw.edu for assistance.
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 you with a certificate.)
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.

Keep a copy of the certificate for your records.

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 <https://depts.washington.edu/ehsas/publiccookieprod/mytraining/mytraininggt.php> if you are unsure.

Questions? Comments? Please contact the Coral support team at AA-registration@coral.washington.edu.

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

The screenshot shows the website for the William E. Boeing Department of Aeronautics & Astronautics, College of Engineering. The navigation menu includes ABOUT US, PEOPLE, RESEARCH, FACILITIES, NEWS & EVENTS, ADMISSIONS, and STUDENTS. The main content area features a large image of metal parts with the word "FACILITIES" overlaid. Below this is a breadcrumb trail: > Facilities > C. Bossart Machine Shop. The page title is "C. Bossart Machine Shop" with a link to "COVID-19 Prevention Plan Forms and Safety Guidelines". A grey box contains the following text: "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." At the bottom of this box are two buttons: "REGISTER FOR CORAL >" and "LOG IN TO CORAL >". The "LOG IN TO CORAL >" button is circled in red.

WILLIAM E. BOEING DEPARTMENT OF
AERONAUTICS & ASTRONAUTICS
College of Engineering

ABOUT US PEOPLE RESEARCH FACILITIES NEWS & EVENTS ADMISSIONS STUDENTS

FACILITIES

> Facilities > C. Bossart Machine Shop

C. Bossart Machine Shop

[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.

REGISTER FOR CORAL > LOG IN TO CORAL >

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

View this calendar in other software

Today << >> 2022-08 Agenda

— Wednesday, August 10, 2022 —

11:00–12:00 Safety Orientation, 9/10 available

14:30–16:30 **Mill 101**, 4/4 available

— Thursday, August 11, 2022 —

14:30–16:30 Mill 102, 4/4 available

— Friday, August 12, 2022 —

14:30–16:30 Mill 102, 4/4 available

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.

www.coral.washington.edu says
Successfully registered for the course

OK

4. Pop-out window shows you the status

2. Single click the available course you wish to take

* You have to finish 101 to be able to register for 102

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

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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--Turmaster-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								
11 am								
noon								
1 pm								
2 pm								
3 pm								
4 pm								
5 pm								

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

ping0402 11:00-11:30 AM

STEP 2.2 Edit Reservation

Today << >> 2022-08 Weekly

	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							
11 am	ping0402 11:00-11:30 AA--Mill--Aliant-48						
noon							
1 pm							
2 pm							
3 pm							
4 pm							

Chung-Ping Ho - ping0402@uw.edu

Lab AA

Item AA--Mill--Aliant-48CV

Agent ping0402 (Chung-Ping Ho)

Member ping0402 (Chung-Ping Ho)

Project AA GSA

Account AA Staff

Process

Start 2022-08-10 11:00:00

End 2022-08-10 11:30:00

Minutes 30.00

Flags Expedited

Delete Save Repeat Cancel

5. Double click to edit reservation

Edit "Start" "End" times to desire reservation length.

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.

The screenshot shows a web interface for equipment management. On the left, a tree view lists various equipment items under the 'AA' location. The 'Mill--Aliant-48CV' item is highlighted with a red box. A red arrow points to this item with the text: "1. Click on the equipment that you are going to use".

The main panel displays the details for 'Mill--Aliant-48CV'. The 'Enable' tab is selected. The details include:

- Agent: ping0402 (Chung-Ping Ho)
- Member: ping0402 (Chung-Ping Ho)
- Project: AA GSA (with a dropdown arrow)
- Account: AA Staff (with a dropdown arrow)
- Process: default
- Satisfied?: Satisfied (with a dropdown arrow)
- Status: disabled
- Next Up: (unknown)

 A blue note next to the Project and Account fields says: "Choose 'Project' 'Account' that work is being done for".

At the bottom of the details panel, there are four buttons: 'Enable', 'Update', 'Take Over', and 'Disable'. The 'Enable' and 'Disable' buttons are highlighted with red boxes. A red arrow points to the 'Enable' button with the text: "2. Click on 'Enable' after your reservation time has started". Another red arrow points to the 'Disable' button with the text: "3. Click on 'Disable' after use".

Below the buttons, a status message reads: "ping0402 has no tools enabled."