

Instructions: Complete the information below and bring completed form to new researcher orientation. To schedule orientation training, contact CARinfo@MSU.EDU or call 517-353-5064 and specify the building for access.

REQUESTING ACCESS FOR

Name _____	Office Phone _____
Email Address _____	Cell Phone _____
Z-PID or A-PID _____	Campus Address) _____
Spartan ID card # _____	New PIN 4-digit code _____

Your Spartan ID card # is located on the back of your card, underneath the magnetic strip. If your MSU ID does not have this number, you need to get a replacement ID card from Room 170 International Center.

If you already have a PIN code, the same number will be used.

Location Information

CAR facility for access _____

Room key(s) requested: _____ Account for Key Deposit _____

IACUC INFORMATION

Authorized on AUF# _____	Supervisor* _____
PI for this AUF _____	Supervisor Phone _____

Check Any Additional Training(s) Needed: Euthanasia; Animal Handling;

Rodent Breeding; Techniques (list): _____

ACCESS CARD AGREEMENT

I agree to complete new researcher orientation training and will follow security and PPE requirements as outlined during training. I agree to notify CAR when work is complete. Failure to comply with CAR security guidelines may result in void of card access. Card replacement must be done at 170 International Center and may include a replacement fee.

Card Holder Signature _____	Date Signed _____
Supervisor Signature* _____	Date Signed _____

*Supervisor information and signature is required if card holder is not the PI.

CAR TO COMPLETE THIS SECTION WHEN NEW RESEARCHER ORIENTATION IS COMPLETE

Training Provided By: _____	Date: _____
Authorized for Access: _____	Date: _____
Key(s) issued: _____	Initials/Date: _____