

PLEASE NOTE: This procedure is for VOLUNTEER who will NOT be PAID

- 1- The UNE Lab Training [+CITI training if applicable] is **REQUIRED for all.**
- 2- **UNE Independent Researcher Agreement Application,**
The Guest Access request via new ITS portal, and
new ID request form are **REQUIRED for all non-UNE students**
(High School, GSBSE, INBRE, EPSCoR, etc).
- 3- The forms **Visitor Waiver for All Visitors to UNE including Minors** is **REQUIRED for High School students.**
 - Please complete the **Visitor Waiver for All Visitors to UNE including Minors** and **UNE Independent Researcher Agreement Application.**
The forms are located on <https://www.une.edu/campus/risk-management>

Please submit the copies of completed waiver and independent researcher agreements to ORS@une.edu
 - **Please submit a Guest Access Request via the New UNE ITS Portal!**
<https://une1.sharepoint.com/sites/ITS1/SitePages/Self-Service-Catalog.aspx>
Please note: The Guest Access request **may take up to 10 days to establish systems access**, including the ability to set up training access. If you want systems access set up by the first day of work, please start the process early.
 - Please submit a **Lab Training Request (updated version March 2023)** to HR@une.edu
The form is located on <V:\UNEDocs\HUMAN RESOURCES\Training>
If applicable, [CITI Training Instructions](https://www.une.edu/research/integrity/iacuc) is located on <https://www.une.edu/research/integrity/iacuc>
 - Please submit a copy of the completed new employee **ID Card and access authorization form** to security@une.edu.
This form is located on <V:\UNEDocs\HUMAN RESOURCES\New Employee>

REQUEST FOR ACCESS TO RESEARCH SPACES SHOULD BE SENT TO THE RESEARCH AREA/BUILDING MANAGERS ALONG WITH THE RESEARCH PROTOCOL DETAILS AND UNE HR LAB SECURITY TRAINING MODULES NOTES BY PI.