

Galloway Lab Onboarding Form

For Undergrads and Visiting Students

Name: _____

Date: _____

Follow the instructions on the "[Onboarding: Day 0](#)" protocols page. Place completed form in the Onboarding binder.

1. Set up the following webservices yourself.

- | | |
|--|---|
| ☐ Github account: personal or MIT email | ☐ Download Python |
| ☐ Google workspace account: MIT email | ☐ Download SnapGene |
| ☐ Download Slack | ☐ Download Adobe Creative Cloud (Acrobat, Illustrator) * <i>not available for affiliates</i> |
| ☐ Download VS Code | ☐ Set up printer: stephenie.mit.edu |
| ☐ Download Git | |

2. Request access to the following webservices.

Access to:

- ___ Slack: [Galloway Lab](#)
- ___ Lab door
- ___ OneDrive/SharePoint: [GallowayLab](#)
- ___ Mailing list: [gallowaylab](#)
- ___ Mailing list if not ChemE: [gallowaylab-notcheme](#)
- ___ Github: [GallowayLabMIT](#)
- ___ Lab Google calendars
- ___ Slack channels

Access provided by:

Katie
Katie
Mary, Derin, or Katie
Mary, Derin, or Katie
Mary, Derin, or Katie
Mary, Derin, or Katie
gallowaylabmit@gmail.com
any member of the channel

Lab Google calendars

- | | |
|---|---|
| <ul style="list-style-type: none">• gallowaylabmit@gmail.com (general)• Attune• Birthdays | <ul style="list-style-type: none">• BL2+• Travel + time away |
|---|---|

Slack channels

- | | | |
|--|---|---|
| <ul style="list-style-type: none">• alarms• bsl2plus• feedback• general | <ul style="list-style-type: none">• iap• jobs_out_there• lit_commentary• memes | <ul style="list-style-type: none">• quotes• random• sequencing• to_order |
|--|---|---|

3. Request the following physical setup.

- ☐ Lab notebook
- ☐ Locate your mentor's bench, bin in the 4°C deli fridge (Kristof), rack in -20°C freezer (Olaf), and incubator shelf

4. Perform the required Environment, Health, and Safety (EHS) trainings.

- ☐ Add Atlas training groups (4 under "PI – Kate E. Galloway", BL2+ not required)
- ☐ Complete online safety trainings, beginning with "General Biosafety for Researchers," "General Chemical Hygiene," and "Bloodborne Pathogens"
- ☐ Complete lab-specific safety walkthrough with EHS rep (Paulina)
- ☐ Complete lab-specific safety Google form
- ☐ Complete department-specific safety form
- ☐ Confirm training group reconciled with EHS rep (Paulina)

5. With a current lab member, perform a walkthrough of lab organization.

6. Add a photo (1000x1000 px) for the lab website to the [website/Portraits](#) folder in the SharePoint.