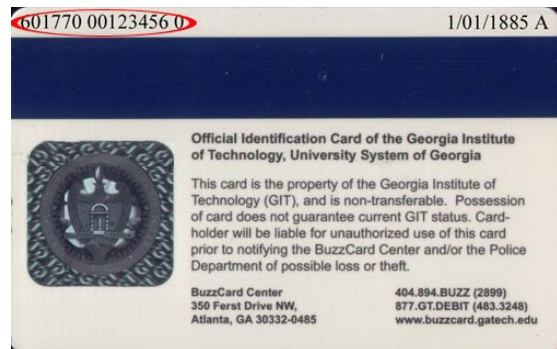


## Instructions to become a MiRC Cleanroom User

1. Sign up for an orientation class online. This may be done at <http://grover.mirc.gatech.edu/newusers/newuser.phtml>.
2. The above page lists all currently available cleanroom orientation classes. When you find one that you would like to take, click the Sign Up link.
3. You will be asked to input certain information (i.e. name, PI, etc.). Please note that you will need your buzzcard number (i.e. 60177000xxxxxxx), not your student id number. Also, you will be asked to choose a scheduler login name which you will later use in the cleanroom scheduler system to reserve equipment for use. Be sure to pick a name that will be easy to remember; most logins are simply the user's first initial and last name (i.e. gburdell).



4. After you have successfully signed up, you will receive an e-mail repeating the information you have entered and reminding you of the date and time of the class. You must be on time for the class or you will not be permitted entrance.
5. Before the orientation, print out a copy of the cleanroom manual from <http://grover.mirc.gatech.edu/Cleanroom-Manual.pdf>. Look through the manual before attending the orientation class.
6. At the orientation, you will be introduced to cleanroom policies and procedures. Don't forget to bring your copy of the cleanroom manual with you. We will also collect some more information from you.
7. After you attend the orientation, we will contact your PI to verify whether or not he/she grants approval for you to become a cleanroom user. If your PI denies your approval, you will need to speak to him/her.
8. Once we have your PI's permission, we will send you an e-mail containing your scheduler user name and password. Do not lose these. At this time, you will also be given access to the cleanroom level. You will only be given this access so that you may take the Cleanroom Entrance Exam, which is held in the Co-op office on the cleanroom level. Please note that this is still not access to the cleanroom itself.
9. Review and study cleanroom policies and procedures. These can all be found in the cleanroom users manual at <http://grover.mirc.gatech.edu/Cleanroom-Manual.pdf>, which you should have already printed out for the orientation class. Because the Cleanroom Entrance Exam tests your knowledge of this information, you will need to become very familiar with it.
10. When you feel that you are prepared for the cleanroom entrance examination, come to the co-op office, room 56B. This is the door next to the elevator on the cleanroom level. You will need to bring your buzzcard to the exam, as well as your scheduler user name and password.
11. You will need to score at least a 70 on the test. If you pass, you will then be given access to the cleanroom.