

## IMSEAM Core Facility log-in form

This is the general registration as a user of the Core Facility of the Institute for Molecular Systems Engineering and Advanced Materials (IMSEAM) (named IMSEAM Core Facility, abbreviated ICF). The registration for the single facilities is handled by the respective main users and has to be submitted separately.

For your registration, we require some data. Data with asterisk (\*) are mandatory. Please note the remarks on page 3. Make sure that you use an up-to-date form!<sup>1</sup>

Last name:\* Uni ID:\*  
 First name:\* Title:  
 Official e-mail address:\*  
 Function/grade:\* Group:\*  
 Main affiliation:\*  
 Room:\* Street/No.:\*  
 Zipcode:\* City:\* Phone:  
 Begin of Core Facility activity (dd.mm.yy):\*  
 Expected end of Core Facility activity (dd.mm.yy):\*  
 ICF device(s) intended to be used (if known):

The framework usage regulations for core facilities at Heidelberg University, which came into force on January 16, 2024, form the basis for this individual usage agreement. The provisions therein apply without restriction to the use of this Core Facility.

In addition, the usage regulations of the ICF are binding.

Date, Signature of new user:\* \_\_\_\_\_

Name and signature of group leader:\* \_\_\_\_\_

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<sup>1</sup>For the most recent version see <https://www.imseam.uni-heidelberg.de/en/documents/icf-login/download>.

# General Code of Conduct at the IMSEAM

The IMSEAM Core Facility is located within the IMSEAM. As users of the institute we all have a duty to be aware of changes or unusual circumstances, and report these to the administration of the institute. In case of emergency or suspicious circumstances, immediately dial 110 or 112, respectively.

For health and safety reasons it is prohibited to work alone in the labs. It is assumed that appropriate rules and regulations are common knowledge and that these are strictly adhered to. Depending on the nature of your work this includes but is not limited to the laboratory rules and general safety guidelines for work in laboratories.

I am aware that I will have to attend the safety briefing within the next seven days (contact Elisabeth Makosch<sup>2</sup>). It is strictly forbidden to conduct any work in the labs without the appropriate safety instructions.

Date, signature of new user:\* \_\_\_\_\_

Please submit the signed (paper) form to

Olaf Skibbe  
Institute for Molecular Systems Engineering  
and Advanced Materials  
INF 225, room 03.109  
Tel.: +49-(0)6221-54 19 890  
[olaf.skibbe@uni-heidelberg.de](mailto:olaf.skibbe@uni-heidelberg.de)  
Consultation hours Mondays 3.00 p.m.

Internal checklist (filled by administration):

- |   |  |
|---|--|
| <input type="checkbox"/> check login form (complete?) | <input type="checkbox"/> entry mailing list: |
| <input type="checkbox"/> entry person database        | <input type="checkbox"/> IMSEAM-USERS        |
| <input type="checkbox"/> entry Sharepoint group       | <input type="checkbox"/> IMSEAM-ICF          |

<sup>2</sup><https://www.imseam.uni-heidelberg.de/en/facilities/imseam-core-facility/infos-rules-administration/core-facility-staff>

# Remarks

## General:

- For the purpose of this form “ICF users” are students and employees who work in the IMSEAM Core facility.
- ICF users have to be members of Heidelberg University and therefore have to have an Uni ID or a project account. In case this form is filled out prior to the submission of the ID, the latter has to be submitted to the ICF administration as soon as it is available.
- Changes, extensions or termination of being a ICF user have to be announced by the user and the group leader. To end the work at the ICF (and the status as ICF user) use the logout form available on the web page.

## Details:

**Uni ID:** This is the login ID given by the IT department (Rechenzentrum) The Uni ID is sometimes referred to as URZ account. It consists of two letters and three numbers. It is *not* the student register number (Matrikelnummer). In case you have no Uni-ID for some reason (e.g. guest), get a project account from your host insitute.

**Official e-mail address:** An “official” address contains the domain `uni-heidelberg.de` or the domian of your home institution. For details see the the university terms of use for e-mail<sup>3</sup> (“E-Mail-Nutzungsordnung”). With this e-mail address you will be subscribed to the mailing list “IMSEAM-USERS”.

**Mailing Lists:** As a ICF user, you will be included in the IMSEAM mailing list for announcements and discussions about the institute (general topics).

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<sup>3</sup>[https://www.uni-heidelberg.de/md/zentral/universitaet/beschaeftigte/service/recht/vbo/universitatsrechenzentrum\\_\\_urz\\_-e-mail-nutzungsordnung\\_2012-11-09.pdf](https://www.uni-heidelberg.de/md/zentral/universitaet/beschaeftigte/service/recht/vbo/universitatsrechenzentrum__urz_-e-mail-nutzungsordnung_2012-11-09.pdf)