

## IMSEAM log-in form

Welcome as a user at the Institute for Molecular Systems Engineering and Advanced Materials (IMSEAM). For your registration, we require some data. All data in red frames will be published on the web pages of the IMSEAM, data in green frames will not to be published and are for internal use only. 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:\*

Group:\*

Main affiliation:\*

Begin of IMSEAM activity (dd.mm.yy):\*

Expected end of IMSEAM activity (dd.mm.yy):\*

Which keys do you need? Please list the rooms:

Are you already a first aider (Ersthelfer)?

Date of last instruction:

Are you a fire protection assistent (Brandschutzhelfer)?

Date of last instruction:

Hereby I agree with the worldwide visible publishing on the institute's web pages of the follwing personal data as given above: Name, title, function, group, affiliation, e-mail address.

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

The group leaders are responsible to provide mandatory safety instructions and ensure the safety of all users in their labs.

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

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

# General Code of Conduct at the IMSEAM

As employees or 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.

Please be aware of persons encountered on the premises who are not associated with the IMSEAM and do not grant access to offices or labs. When leaving offices and labs, make sure that doors are locked and windows are shut. Prompt any individual unknown to you (“Can I help you?”).

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

Henrike Zimmermann  
Institute for Molecular Systems Engineering  
and Advanced Materials  
INF 225, room 02.109  
Tel.: +49-(0)6221-54 15730  
[henrike.zimmermann@imseam.uni-heidelberg.de](mailto:henrike.zimmermann@imseam.uni-heidelberg.de)

Internal checklist (filled by administration):

- |   |  |
|---|--|
| <input type="checkbox"/> check login form (complete?) | <input type="checkbox"/> entry AD printing   |
| <input type="checkbox"/> key(s) handout               | <input type="checkbox"/> entry AD net file   |
| <input type="checkbox"/> entry person database (key!) | <input type="checkbox"/> entry mailing list: |
| <input type="checkbox"/> entry key overview table     | <input type="checkbox"/> IMSEAM-USERS        |
| <input type="checkbox"/> entry website                | <input type="checkbox"/> IMSEAM-MEMBERS      |
| <input type="checkbox"/> entry Sharepoint group       | <input type="checkbox"/> IMSEAM-KEMERINK     |

<sup>2</sup>[e.makosch@pci.uni-heidelberg.de](mailto:e.makosch@pci.uni-heidelberg.de)

# Remarks

## General:

- For the purpose of this form “IMSEAM users” are students and employees who work in a genuine IMSEAM group or within a IMSEAM project. This includes interns. Direct employees of the IMSEAM are also IMSEAM users.
- IMSEAM 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 IMSEAM as soon as it is available.
- Changes, extensions or termination of being a IMSEAM user have to be announced by the user and the group leader. To end the work at the IMSEAM (and the status as IMSEAM 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 institute.

**Official e-mail address:** An “official” address contains the domain `uni-heidelberg.de` or the domain of your home institution. For details see the the university terms of use for e-mail<sup>3</sup> (“E-Mail-Nutzungsordnung”).

**Function:** This should be the function at the IMSEAM. I.e., a master student doing in internship (e.g. a “Forschi”) would be an intern. In case no function of the drop-down menu appears suitable, feel free to fill in the proper function.

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

**Required keys:** List the rooms or –if known– the key group. The building’s entry doors do not have to be listed.

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