Access to the Workshops

The CNSI's Innovation Workshop is open to all researchers at UCSB. We accommodate as many student project teams (Capstone, New Ventures, Bren EcoE, ….) as possible. The labs are also available to off campus users (contact Brian Dincau, bdincau@ucsb.edu).

Complete the following steps in the order presented to obtain lab access

(1) Facility Access Request

Before you can use ANY CNSI shared facilities, you must fill out the initial Facility Access Request on the official CNSI website.

For all academic users, you must know your CCOA accounting string in order to complete this form. Training cannot be completed until after your CCOA accounting string is verified.

(2) New User Orientation

Completion of the new user orientation is required before obtaining card-key access to the CNSI Workshops.

To request an orientation or tool training, please complete this training request form AFTER you've submitted your Facility Access Request.

(3) Required UC Lab Safety On-line Training Class

The University requires that everyone working in a laboratory complete an online class through the learning center, “UC Laboratory Safety Fundamentals Initial”. A refresher is required every year. Your cardkey access request will not be approved until there is proof that you have completed the training.

Here are the instructions for signing up for the class:

1. Go to the Learning Center website (REQUIRED) and login
2. Search for Fundamentals of Laboratory Safety.
3. Start and complete the online course. Even if you have already completed the initial course, you may need to complete the refresher on a yearly basis.
4. **Send a copy of the completion certificate to bdincau@ucsb.edu**

Note for undergraduates: if you are not able to log into the learning center, please contact your PI/advisor who can get the system to send you an invitation to enroll.

(4) Card Key Access

After safety training completion, card key access to the Workshop may be requested using the card key access form below. You can only access this form on the campus network or VPN.

The Innovation Workshop is both **Room 3430** and **Room 2442**. Also remember to request access to the **exterior doors**. If you want access as fast as possible, please only request these rooms and save other room requests for a separate submission.

Before filling out the card key access form, make sure you have:

1. completed the (1) Facility Access Request
2. completed a (2) New User Orientation
3. submitted proof of (3) Laboratory Safety Training

After doing so, you may use this form:

Card key access form (REQUIRED)

By default faculty, staff, graduate students and post-docs receive 24/7 access, and undergraduates start with M-F, 8-5 access. Undergraduates can request extended access if they have explicit approval from their supervisor.

From:
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Last update: **2025/08/11 17:19**