Click on the following link -> https://unisyd.sharepoint.com/sites/AINST/Pages/Access-Request.aspx

You will be asked to log in on the following screen. Your university email address may appear or you may be prompted to type it in.

You will notice that once the email address has been typed in or selected, you are taken to another screen (see below)

Your university email address will be displayed in the account dialogue box, add your university /unikey password into the second dialogue box.
Welcome to the Australian Institute for Nanoscale Science and Technology (AINST)

Sydney Nanoscience Hub On-boarding, Building Access and Off-boarding

This page provides information to help you access the online induction module for visiting in the SHH as well as how to apply for access on your staff, student or volunteer end.

SHH Induction:

Staff, affiliates and research students:
All staff, affiliates and research students needing access are required to complete the following:
1. The University online Work Health & Safety Induction
2. The Sydney Nanoscience Hub online Fire Safety Induction
3. Induction for the specific laboratory you will be working in (appropriate)

1. Work Health and Safety induction
   The University's online Work Health and Safety induction must be completed by all staff, affiliates and research students. This online induction package, accessed through iAccessit, will take no longer than 30 minutes to complete and will introduce you to the University's Health & Safety management system.

2. SHH induction
   Before you start work in the SHH, you must have completed the online SHH induction module for the building. Completion of this induction is a strict requirement for gaining access to the building.

University staff members:
   - Log in to iAccessit, and then select the required module. For more information, please refer to the SHH induction guide located under Resources.
To see access requests and their status click here ->
https://unisyd.sharepoint.com/sites/AINST/Serivces/Lists/AccessRequest/Approver%20Display.aspx

You will be asked to log in on the following screen. Your university email address may appear or you may be prompted to type it in.

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Now you will see the following list of requests.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Start Date</th>
<th>End Date</th>
<th>Access Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intake</td>
<td>Math</td>
<td>30/11/2014</td>
<td>30/11/2014</td>
<td>- Approved - no desk to allocate - no space</td>
</tr>
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