

ASRC Imaging Suite (IS) Facility User Registration Instruction

1. Fill out online [ASRC Facility New User Application Form](#) by clicking “Become a User” at <https://asrc.gc.cuny.edu/facilities/>. See “New User Application Form Instruction” on **page 2-5** below for more details.
2. The application review generally takes 3-5 business days. Upon approval, you will receive an email with **Subject: ASRC Imaging Suite: User approved** once your application form is approved. **Info and links for the following step 3-5 are provided in the approval email.**
3. Install Badger (Java based software for instrument reservation and invoicing) and create a new account. See “Badger Member Instruction” on **page 6-8** below for more details.
4. Sign up an ASRC ID card session (only if you plan to come in person to ASRC).
5. Attend Lab safety training if you are coming in person, and cryogenic safety training if you are coming in person and need to use liquid nitrogen.

Notes: Questions on New User Application form and Badger member approval status, please contact Celeste Ayala cayala@gc.cuny.edu; Questions on ASRC ID, please contact Pedro Balmaceda pbalmaceda@gc.cuny.edu; once your Badger member is approved, please contact Sheng Zhang szhang3@gc.cuny.edu and Tong Wang twang1@gc.cuny.edu to schedule instrument training. Please include which instrument(s) to get trained, and briefly describe the samples and what characterization to perform.

New User Application Form Instruction:

ASRC Facility New User Application

Name*

First Name

Last Name

1. Please use your full name and your institute email (use the same email throughout your application at later steps).

Email*

Institution/Affiliation*

- CUNY
 Non-CUNY

User Type*

- Non-CUNY Academic
 Non-CUNY Industrial/Non-Profit

2. Select your institute, if your institute is not shown in the list, please select "Other" and type in the name of your institution.

Academic Institution *

Name of Institution / Company*

Requesting user access to the following ASRC facilities:*

- ALCIS: Advanced Laboratory for Chemical and Isotopic Signatures
 CMU: Comparative Medicine Unit
 Crystallography
 Epigenetics
 Imaging
 Live Imaging and Bioenergetics
 MRI: Magnetic Resonance Imaging
 MALDI-TOF MS Imaging
 MS: Mass Spectrometry
 Nanofabrication
 Nanophotonics
 NGENS: Next Generation Environmental Sensors Lab and/or ASRC Observatory
 NMR: Biomolecular Nuclear Magnetic Resonance
 RF & Mm-Wave
 Rodent Behavioral Analysis Suite
 Surface Science

3. Choose the facilities you plan to use, e.g. Imaging. You can select multiple facilities. Please discuss your instrument needs with your advisor and facility directors. Select all facilities you may need for your research projects. Later, you need to repeat this form to add additional facility to your user registration.

Type of Access Requested:*

- Trained & using equipment by yourself
 Service or Contract Research (sending samples for ASRC technical analysis)

4. Select Type of Access. You are allowed to select both. Later, you need to repeat this form to add the other service to your registration.

ASRC Facility User Agreements

Before you proceed with your ASRC Facility User application, the following documents need to be completed and submitted:

6. Click to download the ASRC agreement and the corresponding facility addendums, fill them out, and sign them. Read instruction below for more details.

[ASRC Instrument Use Agreement \(non-CUNY academic users\)](#)

If your institute name shows up on the list of the above item #2, there is no ASRC agreement for you to download, you only need to finish the corresponding facility addendums.

[Imaging Exhibit A Addendum.](#)

INSTRUCTIONS - HOW TO COMPLETE

MASTER Facility Use Agreement - non-CUNY Users:

1. Please provide the MASTER Facility Use Agreement to an **authorized signatory** at your Institution or Company. Note for academic institutions: This is typically NOT the principle investigator.
 2. Authorized signatory should complete blanks
 3. If changes to the terms are to be requested, the authorized signatory may make these keeping track of all changes in the document, and return the edited document to mhauber@gc.cuny.edu for negotiation.
 4. When terms are agreed, your authorized signatory may sign the agreement for upload.
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Exhibit A Addendum

1. The Principle Investigator or Lead Scientist should complete blanks the Exhibit A Addendum(s)
 2. The Principle Investigator or Lead Scientist must include the researcher(s) authorized to generate charges which will be invoiced to that PI/Lead Scientist.
 3. The researcher should also sign to acknowledge they are authorized to sign.
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NOTICES

To discuss bulk rates for high volume usage, please discuss directly with the Core Facility Director.

5. Select “Yes” and upload the forms you downloaded, filled-out and signed (by PI).

Have all forms been completed and signed?*

- Yes
 No

Emergency Contact Information

All users are asked to provide emergency contact information. The person you list will only be contacted in the event of a health or safety emergency in which you are personally involved. You may list a parent, family member, spouse, or other trusted individual as your emergency contact.

8. Emergency contact

Name (Emergency Contact)*

First Name

Last Name

Phone (Emergency Contact)*

Principal Investigator (PI) Information

Name (PI)*

First Name

Last Name

Title (PI)*

PI Phone (xxx-xxx-xxxx)*

Email (PI)*

Billing Information

Invoices for each facility are generated and distributed monthly. If you select and use more than one facility in a single month, you will receive invoices for each facility's usage charges.

Bill to:*

First Name

Last Name

Email Address:*

Address*

Address Line 1

Address Line 2

City

State

ZIP Code

Accounts Payable Contact Email:*

Are there additional email addresses you would like to have cc'd on invoices?*

- Yes
 No

Account/PO Information

Do you need a reference name, number, or PO number which will show on invoice?*

If no, a standard ASRC reference will be assigned.

7. PI here should be the academic advisor of the person who fill out this form to become a user of ASRC Facility(ies)

PI is a typical academic language. For industry user application, this is the person who is authorized to sign on the company behalf.

9. Billing information

This is generally your advisor.

10. Select "Yes" and fill out information only if there is a person in your institute who help you to deal with invoices and who you want to receive a copy of the invoices. Otherwise select "No".

11. Select "yes" and fill out information only if your institute requires that such information must show up on the invoices. Otherwise select "No".

Project Description

Please provide any information you feel is relevant to your research project.

12. Optional. It is ok to leave blank.

Submit Form

13. Click to submit. Congratulation! You are done with new user application. Please wait for the approval email and follow instructions in the email to continue.

Badger Member Instruction:



CUNY ADVANCED SCIENCE RESEARCH CENTER

1. This is the page you will get once you click “Badger” link in the new user registration approval email.



News -

CUNY ASRC Facilities - Badger Lab Management Software

Badger Lab Management Software is a comprehensive core facilities management application that handles equipment reservations, logging, inventory and more. Follow the instructions below to get started using Badger.

Getting Started - **2. Badger software requires “JAVA”. Please follow instruction to install JAVA Runtime Environment (JRE) on your computer if you do not have it yet.**

Installing Java

- For Windows or Linux, you may need to download the Java Runtime Environment (JRE) from [Oracle - Sun](#)

Note: Use the link on this page that says "Java Runtime Environment (JRE)". You may need to scroll down a bit to find the link. The Java Runtime Environment (JRE) includes everything that you need to run Badger including Java Web Start. You don't need the JDK (Java developer's kit), or the version that is bundled with NetBeans.

- For Macintosh, some older Macs do not run Java and will not be able to run Badger. For most Macs this should not be an issue. You should look to Apple websites for specifics on downloading and installing Java for your OS version. It is important that you have the current updates for Java before attempting to run Badger.

3. Your institution IT department may setup firewall to block JAVA. Please talk to your institution IT if you use institution internet and/or institution computer.

Running Badger for the first time -

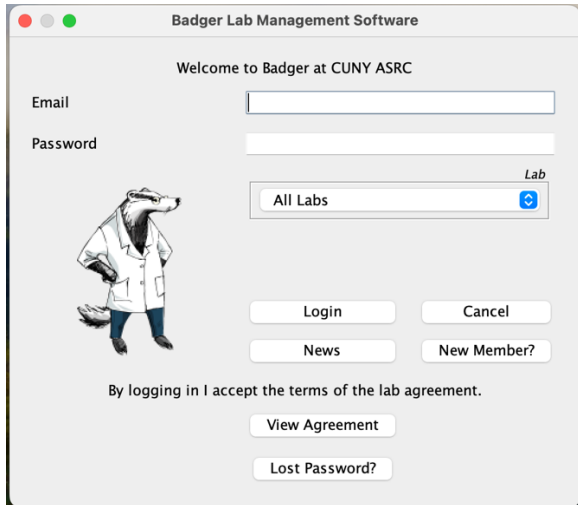
- Open a browser on the machine that you would like to run Badger from. Point the browser to:

- <http://CUNY1.badgerlms.com/badger/etc/badger.jnlp>

This should download and then run Badger. It will probably open a window or two with warnings, but go ahead and click **OK** to install. (Apple users please see the note at the bottom for details.)

- Use the "**New Member?**" button on the login to complete the application.
 - **You must have a registered account number to complete your Badger application.**
 - View Instructions for the New Member application by selecting the button at the bottom.
 - You will receive a confirming e-mail once staff have approved your application.
- Lab staff can assist with using the Badger application and qualifying you on the equipment. You must be complete the appropriate forms, and training before you can be qualified by staff to use the equipment.
- If you receive a message indicating that your Account is invalid during the application process you will need to check with your advisor or business manager to get a valid account.

Apple Users - Badger is not distributed via the Mac App Store, so you may need to change your security settings to open the app: In the Finder, locate the app you want to open. Don't use Launchpad to do this. Launchpad doesn't allow you to access the shortcut menu. Press the Control key and click the app icon, then choose Open from the shortcut menu. Click Open. The app is saved as an exception to your security settings, and you can open it in the future by double-clicking it just as you can any registered app.



4. After Badger is downloaded, double click the icon to run Badger. You will see this floating login window. Click "New Member?" button to do Badger member application.

5. This is Badger member application form. Items with "*" are mandatory. Please click "View Instructions" at the bottom of the form and read the instruction thoroughly and carefully before starting fill out this form.

Complete this form to create a new member account. Asterisk fields are required. Click 'Set Password' to submit your information and set up the password setting dialog. Once your account has been approved you will receive an email notification.

Email*

University ID

First Name*

Last Name*

Lab*

Account*

Advisor*

Address 1

Address 2

City

State

Zip Code

Phone*

Fax

Alt Phone

Gender

Race

Ethnicity

Disability Status

6. You must use your institute or business email.

This must be consistent with the one you used during new user application online form.

7. For Lab, you must select IS, meaning Imaging Suite.

8. For Account, you need to get an account number from your advisor. This is the account number from your institute's grant management department or PO number from financial office.

9. For Advisor, you input the last name of your advisor and select from the list.

10. Make sure all fields with "*" are filled and select "Set Password" to continue.

Set or Change Password


Password:

Confirm Password:

OK Cancel

11. Choose your own password and select "OK".

Success



Your request has been submitted. Once your account has been approved you will receive an email notification.

12. Done. Congratulation! You are done with New Badger Member application. Please wait for the approval email, then contract Facility director to schedule instrument training.

OK