

**PERSONNEL**

**FORMS**

- > Personal details (green)
- > Permission to be in the building (yellow)
- > Request for office space / keys (purple)
- > Request for ID staff card (Unifi form)
- > Request for Sinet access
- > Request for Blackboard access

**FAMILIARISATION**

- **SBMS handbook:**
  - > HUPP
  - > School policies
  - > Intranet directory
  - > Committees & terms of references
  - > TEDI
  - > weblink to relevant sites
  - > Other
- **St Lucia Map**
- **Introduction to Head of School and School Manager**

**UNIVERSITY ONLINE INDUCTION**

Print out completed certificate and send to SBMS Manager

**LOCAL OH&S INDUCTION**

- **WH&S checklist**
- **EMS**
- **OH&S in the lab**
- **Training record**
- **Request for vaccination**
- **Request for:**
  - > Lab Keys
  - > Swipecard activation & security access

**AURION ONLINE REGISTRATION**

- **Timekeeper pack**
- **UQ staff welcome by VC**

