Ahmanson-Lovelace Brain Mapping Center
Network Access Request

Please Check the Appropriate Box:

☐ NEW ACCOUNT ☐ ACCESS CHANGE ☐ INFORMATION CHANGE

NAME (Last, First, Initial):	**JOB TITLE:**	**DATE:**
Campus Phone:	**Email:**	
Campus Address:		

ACCESS REQUESTED

☐ 3T MRI & PET DATA ☐ 7T MRI DATA ☐ DATA GROUP(S):

JUSTIFICATION FOR NETWORK ACCESS/BRIEF RESEARCH DESCRIPTION

MENTOR/PI/SUPERVISOR APPROVAL

Name:	**Email:**	**Campus Phone:**

_____ _____
Mentor/PI/Supervisor's Signature **Date**

DATA LAB POLICIES:

ACCESS

- All users must have their own personal server account. Account request should be emailed to James Widanta (jwidanta@ucla.edu)
  - This network account is created solely for you – **do not share your account with anyone else.**
- Do *not* store more than 2 GB of data in your home folder.
- Do *not* admit anyone to the building unless you personally know that individual and that he or she has reason to be in the building.

EATING POLICY

- Food and drinks are *strictly forbidden* in the Data Lab and in the lobby. Use of the Data Lab will be revoked and the server account will be inactivated for anyone found violating this policy.
- The second floor kitchen facilities are for BMC faculty and staff use only.
- In CHS opposite the Café Med there is an eating area available for all to use that includes a microwave.

ROOM ETIQUETTE

- The Data Lab is a research lab, *not* a study hall, personal office, public lounge, e-mail center or learning resource center.
- All BMC researchers have access to the Data Lab. If the room is full, relinquish your computer station to a waiting researcher as soon as is possible without compromising your data.
- Keep the keyboards clean. Wash your hands after using the restroom and/or if you have been eating elsewhere.

MAINTENANCE

- Temperature – ordinarily both doors to the Data Lab should be kept closed. However, elevated temperature can cause damage to the computers.
  - If the room is warm, notify James (room 155) or Ludmila (room 259).
  - Prop both doors open so cooler air from the corridor and lobby can circulate.
- Lights – Heat from the lights increases the room temperature.
  - If you are the last person out of the room, turn off both switches; one is a toggle switch and the other is a small, horizontal bar at the bottom of the dimmer switch.
  - Notify Ludmila Budilo (room 259) if lights are burned out or malfunctioning.

EQUIPMENT

- Notify James Widanta immediately if there are any problems with the computers/equipment.
- For any other equipment or facility problems, notify Ludmila Budilo immediately.

I HAVE READ AND UNDERSTOOD THE ABOVE POLICIES _____ _____
Applicant's Signature **Date**

BMC ADMINISTRATIVE APPROVAL USE ONLY

_____ _____ _____
Print Name **Signature** **Date**

Access Termination Date:	**Completed By:**