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| **Task** | **Responsibility** | **Date Completed** | **Action/Comment** |
| ID Card access to CBE | Lab Manager |  |  |
| Tour of facilities ( including fire exits) | Group Members/ Lab Manager |  |  |
| Introduction to the CBE team ( including wider team if required) | Principal Investigator/ Group members/Laboratory Manager |  |  |
| CBE Desk Allocation | Laboratory Manager |  |  |
| CBE Computer Allocation/Access to software/printers | Principal Investigator/ IT Support |  |  |
| Introduction to CBE operations ( ordering, mail , expense claims, travel etc) | PA/Group Members/Laboratory Manager |  |  |
| Access to CBE internal website | Lab Manager/New Starter |  |  |
| Enrol onto CBE LEARN page | Lab Manager |  |  |
| Access to CBE Workspaces | Lab Manager/Group Members |  |  |
| Allocation of Keys to CBE | Laboratory Manager |  |  |
| CBE Training | Laboratory Manager/Principal Investigator |  |  |
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**CBE New Starter Checklist**