

Select the appropriate form link:

- [CORE Lab access](#)
- [Research Lab/Door Key access](#)

Step 1: Click the form link and login to DocuSign with GTID credentials. Use non-alias email address (i.e. "lkrishnan6@gatech.edu" instead of "laxmi.krishnan@gatech.edu")

Step 2: When the template document loads, click on the blue "USE" button to assign users.

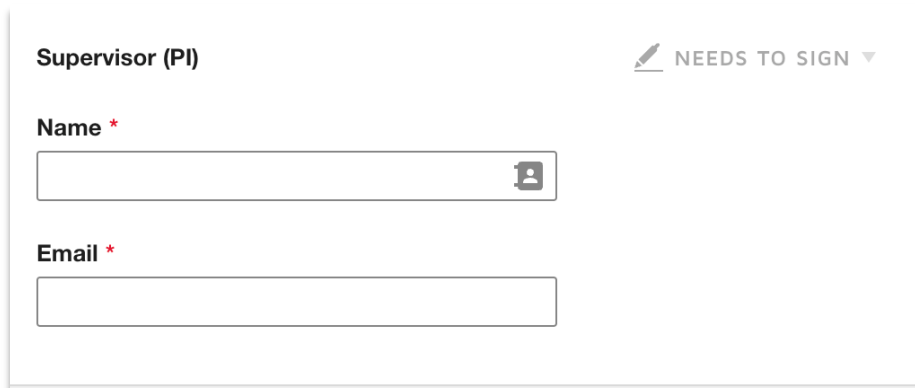
USE ONLY Default GT EMAILS. Use Address Book to populate PI/ supervisor field. Search by name and select default GT ID that appears. Eg: use johndoe234@gatech.edu instead of john.doe@dept.gatech.edu



USE

Step 3: Enter the Supervisor/PI name to approve your access request.

- Type your PI's first and last name in the "name" field, to search the GT address book.
- Click on the correct name from the database to auto-populate the "name" and "email address" fields of your approving PI/Manager.
 - Note: the "sender" field will auto-populate your contact information
 - Note: the "IBB Access Verification" and "IBB Front Desk" fields will auto-populate.



Supervisor (PI) ✍️ NEEDS TO SIGN ▾

Name *

Email *

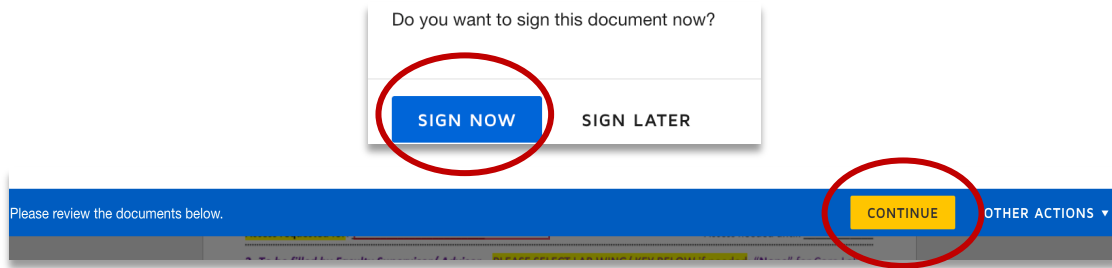
Step 4: Click on the blue "send" button at the bottom right of the screen, which will open a new prompt to digitally sign the document.



SEND

DISCARD

Step 5: Click on the blue “*sign now*” button and then the yellow “*continue*” button.



Step 6: Complete all the questions highlighted in red boxes and then click on the yellow “finish” button. This will automatically send the form to your approver for review.



Your request form will then be routed for review. Please allow for 3-5 business days for the approval process.