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

**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.

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

![Image of sign now and continue buttons]

**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.

![Image of finish button]

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