

## BSBS Department Resources Contact Sheet

<https://med.ucf.edu/biomed/about/forms-resources/>

### Access

#### *Building Access*

**Main Campus** - [Main Campus Traka Box & Building Request Form \(online\)](#)

- The person requesting access needs to complete the form.
- Questions – [Skye.Nakagawa@ucf.edu](mailto:Skye.Nakagawa@ucf.edu)

#### **Lake Nona:**

- UCF ID cards cannot be created until employee hires have been authorized by HR and volunteers have completed all lab safety training.
- Supervisor emails employee/student name and Employee ID/UCFID number to request access
- Questions – [HSCWelcomeDesk@ucf.edu](mailto:HSCWelcomeDesk@ucf.edu)

#### *Traka Boxes*

**Main Campus** - [Main Campus Traka Box & Building Request Form \(online\)](#)

- The person requesting access needs to complete the form.
- Questions – [Skye.Nakagawa@ucf.edu](mailto:Skye.Nakagawa@ucf.edu)

#### **Lake Nona:**

- [HSCWelcomeDesk@ucf.edu](mailto:HSCWelcomeDesk@ucf.edu)

### Schedule, Meeting Room Request & Addition of TAs to Courses

- **Schedule:** Email Changes for Date/Time/Room Location/Modality. Updates to modality may require prior approval or teaching certification.
- **Meeting Room Request:** For non-BSBS owned rooms, email the day, time, name of event and number of people.
- **Addition of TAs/Instructors to Courses:** Email Person's email (ucf.edu only), UCF ID/PID, & Course and section to be added.
  - **Any of the above requests can be made to** [skye.nakagawa@ucf.edu](mailto:skye.nakagawa@ucf.edu) with the emailed information.

### Conference Room Reservations

**Annex:** BMRA-139 Meeting Room

**BMS:** BIO-136A Meeting Room

**HS II:** HS2-345 Meeting Room

**Lake Nona:** BBS-101L, 103, 275, 315, 375, 415, 475, 576 Meeting Rooms

Send an email to the reservation contact below to reserve the room.

**Annex:** [BMRAReservations@ucf.edu](mailto:BMRAReservations@ucf.edu) (Abner Ramos 407-882-2250)

**BMS:** [Rebecca.Mendoz@ucf.edu](mailto:Rebecca.Mendoz@ucf.edu) (Luna (Rebecca) Mendoza 407-823-1312)

**HPA II:** [HSIIReservations@ucf.edu](mailto:HSIIReservations@ucf.edu) (Front Desk 407-823-5932)

**Lake Nona:** [HSCWelcomeDesk@ucf.edu](mailto:HSCWelcomeDesk@ucf.edu) (Front Desk 407-266-7001)

Confirmation emails will be sent to the event organizer and forwarded to IT (if needed).

**Door Inserts/Name Plates** Provide the following information: Name, Title

**Annex:** Abner Ramos ([Abner.Ramos@ucf.edu](mailto:Abner.Ramos@ucf.edu))

**BMS:** Luna Mendoza([Rebecca.Mendoza@ucf.edu](mailto:Rebecca.Mendoza@ucf.edu))

**HS II:** Skye Nakagawa ([Skye.Nakagawa@ucf.edu](mailto:Skye.Nakagawa@ucf.edu))

**Lake Nona:** [HSCWelcomeDesk@ucf.edu](mailto:HSCWelcomeDesk@ucf.edu)

**Engineering/Facilities** [helpdesk.med.ucf.edu](mailto:helpdesk.med.ucf.edu)

- Login with NID and NID password > BSBS Engineering Incident

**Federal Express** Contact the person in your building for FedEx directions or questions.

**Annex:** Abner Ramos ([Abner.Ramos@ucf.edu](mailto:Abner.Ramos@ucf.edu))

**BMS:** Luna Mendoza ([Rebecca.Mendoza@ucf.edu](mailto:Rebecca.Mendoza@ucf.edu))

**HS II:** Skye Nakagawa ([Skye.Nakagawa@ucf.edu](mailto:Skye.Nakagawa@ucf.edu))

**Lake Nona:** [HSCWelcomeDesk@ucf.edu](mailto:HSCWelcomeDesk@ucf.edu)

### Graduate Program

[BSBSGradAdmissions@ucf.edu](mailto:BSBSGradAdmissions@ucf.edu) – For prospective students/applicants to ask questions and send documents

[BSBSGradAppts@ucf.edu](mailto:BSBSGradAppts@ucf.edu) – For students to set up an appointment with the graduate program [BSBSGradForms@ucf.edu](mailto:BSBSGradForms@ucf.edu)

– For all students to send forms (except registration forms) [BSBSGradInfo@ucf.edu](mailto:BSBSGradInfo@ucf.edu) – For questions about anything other than admissions, forms, and registration [BSBSGradRegistration@ucf.edu](mailto:BSBSGradRegistration@ucf.edu) – For students - questions about registration and to send registration forms

**HR-Related Questions** Ka Yam ([Ka.Yam@ucf.edu](mailto:Ka.Yam@ucf.edu)) 407-823-2357

• OPS TAs – Submit completed [TA Request form](#) to Ka Yam. The request will be reviewed by Dr. Self

• OPS Research Support– Email Hourly Rate, Hours per week, and Grant to Ka and/or Greg Norris ([Greg.Norris@ucf.edu](mailto:Greg.Norris@ucf.edu)) 407-266-7009

**IT** [helpdesk.med.ucf.edu](http://helpdesk.med.ucf.edu)

• Login with NID and NID password > Health IT Assistance - Add NID, computer name and port number if applicable

For **urgent IT** problems, call the help desk at 407-266-4357

**BMS, Annex, HS II:** UCF decal required

• To obtain a Daily Parking Pass for a guest speaker for academic purposes, contact Front Desk (HS II 335) 407-823-5932

**Lake Nona:** UCF decal required

• Visitor parking spots are only to be used by people not affiliated with UCF

**Payroll** Workday to enter time and request leave [BSBSPayroll@ucf.edu](mailto:BSBSPayroll@ucf.edu)

**Purchasing** [BSOrders@ucf.edu](mailto:BSOrders@ucf.edu)

• Email completed Supply Request Form (SRF)

**Reimbursements** Susie Nisavic ([Susie.Nisavic@ucf.edu](mailto:Susie.Nisavic@ucf.edu))

• Reimbursements for food: Must have approval or be arranged by Administration

• The maximum is \$50.00 per person including tax and tip

• The original detailed and credit card receipt are required for reimbursement

• Please provide the names of all attendees

**Travel** Olga Rivera ([Olga.Rivera@ucf.edu](mailto:Olga.Rivera@ucf.edu))

• Email approved [Travel Authorization](#) [Travel forms](#) signed by your supervisor to [Olga.Rivera@ucf.edu](mailto:Olga.Rivera@ucf.edu)

**Process for Volunteers** [Volunteer Form \(online\)](#) *Volunteers are now responsible for initiating all volunteer agreements.*

Please use [this link](#) to access the volunteer services agreement. The supervisor or volunteer will send the volunteer agreement submission to [HSCWelcomeDesk@ucf.edu](mailto:HSCWelcomeDesk@ucf.edu). If you have any questions or encounter any problems with the form, please don't hesitate to reach out to the HSC welcome desk or to [riskmanagement@ucf.edu](mailto:riskmanagement@ucf.edu) who manages the university volunteer agreements. For more information, please go to [University Compliance, Ethics, and Risk Office](#).