

# Burnett School of Biomedical Sciences

## General Information for Researchers

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Questions, Contact:

General Information:

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

Specific Information:

Equipment, Protocols, General Science, Other

[Alicia.Willenberg@ucf.edu](mailto:Alicia.Willenberg@ucf.edu)

Research Program Coordinator

Burnett School of Biomedical Sciences



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Medicine

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# New Employees

## **Burnett School Forms and Resources**

Handbook, directory, forms/links for volunteers, & more

## **Volunteers**

Fill out and return all paperwork provided

Take all required courses with [EH&S](#)

## **Staff and Faculty**

Orientation, HR training, register for Benefits

[EH&S](#) training and many forms/processes that are individual lab specific

*Welcome*

[UCF Human Resources New Employee Information](#)





OneDrive



Outlook



Teams



Workday



Microsoft  
Authenticator

## New Employees

### Recommended Mobile Device Apps

OneDrive, Outlook, Teams, Workday

### Required Mobile Device App

#### Multi-Factor Authentication:

Microsoft Authenticator

Allow tap to approve = fastest


# New Employees

## Account Password Reset:

Account locked out, [Reset your password](#) here. You may need another employee to help if you do not have a personal device.

**Abenity and TicketCenter:** UCF employee discounts on local and national hotels, car rentals, florists, theme parks, national attractions, movie theaters, restaurants, retailers, concerts & more.

**LinkedIn Learning:** learning platform for business, software, technology, and creative skills to achieve personal and professional goals: 12,000 courses and 5,000 video tutorials from industry experts and leaders all in one place.

 ACCOUNT (NID) PASSWORD RESET



SGA Ticket Center

Activity and Service Fee Business Office



# New Employees

## COM Services

[Planning and Knowledge Management](#)

[Educational Technology](#)

**Instructional Learning Designers**

**Virtual Reality and Augmented Reality**

**Poster Printing – [Alex Chacon](#)**

**Medical Illustrator – [Ryan Dickerson](#)**

**[BioRender](#) – [Dr. Lane Coffee](#)**

**[Biostatistician](#) – [Xiang \(Shawn\) Zhu](#)**



COM Educational Technology Staff



# New Employees

## Important Links / Info:

[UCF Apps](#) – Microsoft Office, statistical software, other: use web browser or [Citrix Workspace](#)

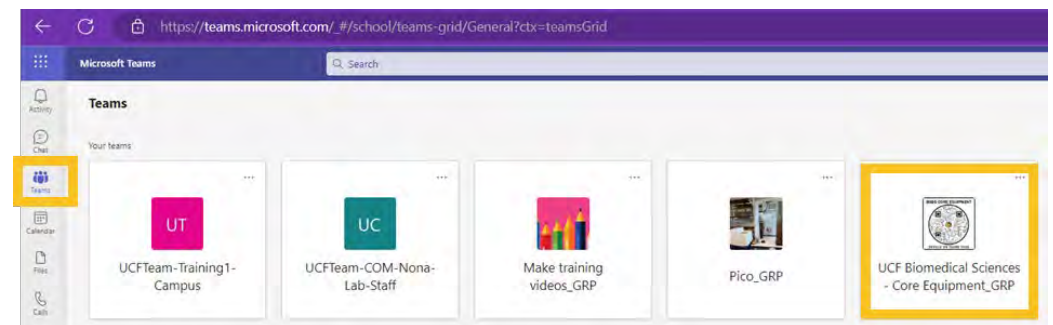
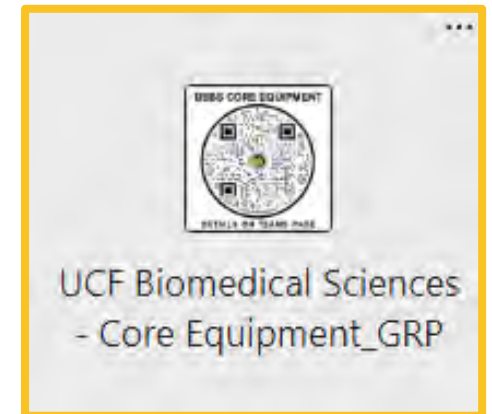
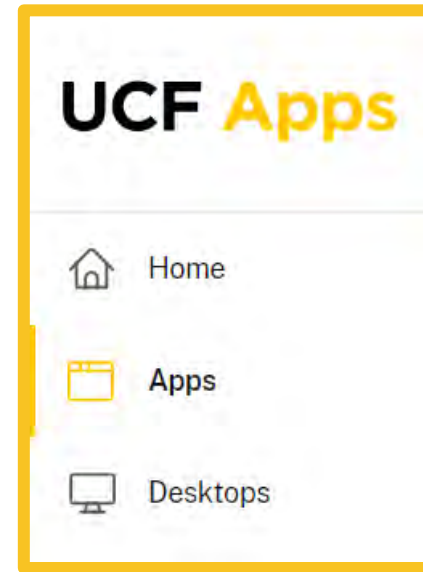
[UCF Research Apps](#) – Zoom, Teams, Paris , Aurora, CITI, Huron, Argis, iThenticate, TERA, Sophia, many more

[Microsoft Apps through UCF](#): not just office suite

## **TEAMS Page for BSBS Core Equipment**

Equipment Lists and Info per Building, Manuals, Protocols, Important Articles, Contacts, & More

This page is available upon request





# New Employees

**Graduate Student Resources:**

**UCF Graduate School Resources**

[Funding / Financial Resources](#)

**Biomedical Sciences Graduate Student Association (BSGSA)**

[BSBS Department - Masters and PhD Resources](#)

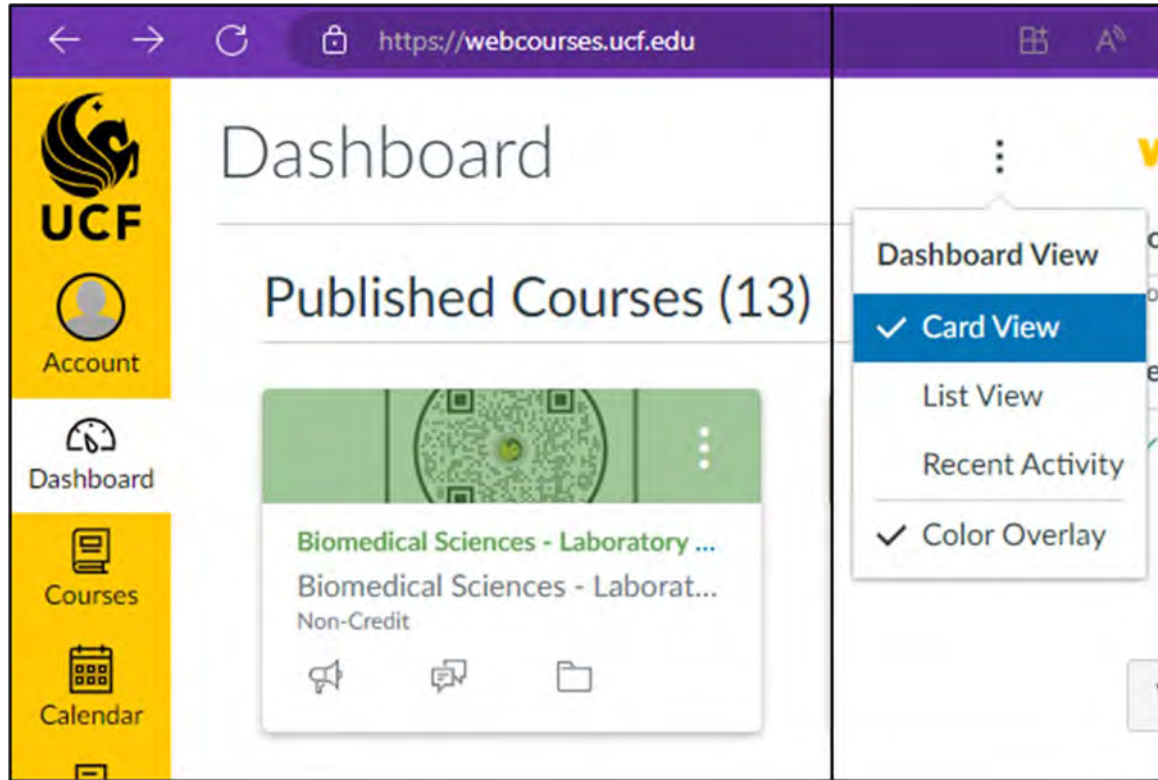
Facebook: <https://www.facebook.com/groups/bsgsaucf/>

Instagram: <https://www.instagram.com/bsbsgsa/>

Contact: [bsbsgsa@gmail.com](mailto:bsbsgsa@gmail.com)







**Webcourses** – Request training through EH&S; find enrolled courses on Dashboard

## **New Employees**

### **Webcourses**

Classes, HIPAA, Safety, Commons

**Workday** [workday.ucf.edu](http://workday.ucf.edu) ([my.ucf.edu](http://my.ucf.edu) > staff solutions), HR training, enter time/leave, purchasing, kNEXT, other resources



### **EH&S**

Required Training: lab dependent  
New PIs must have EH&S consult

### **UCF Research Apps**

IACUC, IRB, Safety + More: CITI for Training, and Huron is used to make/update protocols

# New Employees

## EH&S for Basic Research Labs

All Volunteers, Students, Staff & Faculty [Enroll Here](#)

### Required Courses:

EHS102 Lab Safety Orientation

EHS103 Biosafety Practical

EHS140 Bloodborne Pathogens for Healthcare and Laboratories

EHS201 Biosafety Orientation

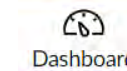
EHS202 Lab Safety Practical - takes time to grade

EHS421 Think About Your Sink

**Other Courses** are lab dependent; some of the above are combined with new faculty training



	Course #	Description ↑	Topic	Due ↓	Category
<a href="#">Start</a>	EHS155	Substances Training	DEA regulations	08-29-2024	Bio Safety
<a href="#">Start</a>	EHS421	Think About Your Sink	Industrial	08-14-2024	Environmental
<a href="#">Start</a>	EHS140	Bloodborne Pathogens for Healthcare and Laboratories	Bloodborne	04-05-2024	Bio Safety
<a href="#">Start</a>	EHS205	Laboratory PI and Manager Training	Laboratory	11-03-2023	Chem Safety



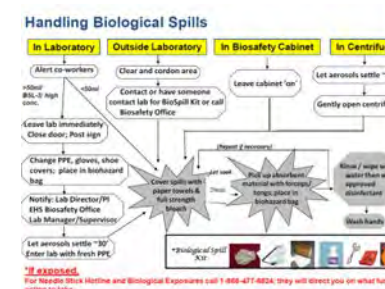
Register for class through [Training Link](#), some EH&S classes are then available through Canvas / Webcourses after clicking “[Start](#)”  
**This could have a delay up to 2d**

# New Employees

## EH&S for New Labs - New Faculty

Please follow [EH&S Guidelines for PIs](#) for updates / details

- See [Quick Facts Sheet](#)
- See [EHS Training Enrollment Tutorial](#)
- Meet with EH&S + [PI Lab Assignment Form](#)
- Biosafety / [Hazardous Agent or Process](#) registration
  - This takes time, start ASAP
  - Multi-step process, includes using [Huron Safety](#)
- Medical Gases and Controlled Substances
  - This can take **~3 months** (to renew also)
  - Register with the state ([DBPR](#)) + receive a #
  - Then register with DEA if applicable ([DEA Diversion](#))
- Make a safe workflow in the lab, post signs
- Schedule a courtesy inspection from EH&S



### Hazardous Waste Satellite Accumulation Area

**Labeling**

- SDS will provide yellow waste labels
- Must check Hazardous or Non-Hazardous
- Must check Hazard Classification (if applicable)
- List all constituents and percentages
- All containers must be full chemical names (or formula)

**Storage**

- Waste containers must be compatible with the waste
- All waste must be stored in secondary containment
- Secondary containment must be 120% of largest container
- Magnesium incompatible waste (black/blue, francium/cesium, etc.)
- No more than 55 gal of non-waste water, or 5 qt of acute waste
- Do not stack waste containers

**Containers**

- Do not fill containers completely, leave headspace (approx. 2-3")
- Waste container must be leak proof with a screw top or other secure closure
- Containers must be closed without residue
- Containers must remain closed unless actively adding waste

**Submit a waste request**

- Go to [http://ehs.ucf.edu/ehs-services/waste-disposal-request](#)
- Hazardous waste labels must match spillkit waste request





# New Employees

## EH&S- MSDS- Required for all faculty + personnel

### Chemical Safety

[UCF EHS – SDS](#)

MSDS Online/VelocityEHS website or download application

### SDS Resources:

[Laboratory and HazCom access](#)

[Fisher Scientific](#)

[Hazard.com](#)

[Sigma Aldrich](#)

[Stanford University](#)

\*Not required to have SDS printed out in lab, though some may be helpful for certain high-risk chemicals.

It is required for everyone to have access to all SDS- have specific notes about this in each lab's SOPs stating access to these resources



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The screenshot shows the UCF Environmental Health and Safety website. The navigation menu includes 'About', 'Offices and Services', 'Training', and 'Policies and Procedures'. The 'Offices and Services' dropdown is open, showing 'Workplace Safety', 'Biological Safety', 'Laboratory Safety', 'Fire Safety', 'Chemical Safety', 'Environmental Management', 'Hazardous Waste', and 'Radiation Safety'. The 'Chemical Safety' dropdown is further open, showing 'Chemical Inventory', 'Safety Data Sheets', 'Explosives', and 'Tax-Free Alcohol'. The 'Safety Data Sheets' section is highlighted, and the 'Safety Data Sheets' link in the dropdown is also highlighted.

**HEALTH HAZARD**  
4 Deadly  
3 Extreme Danger  
2 Hazardous  
1 Slightly Hazardous  
0 Normal Material

**FIRE HAZARD**  
4 Below 73°F  
3 Below 100°F  
2 Below 200°F  
1 Above 200°F  
0 Will Not Burn

**SPECIFIC HAZARD**  
OX Oxidizer  
ALK Alkaline  
W Use No Water  
SA Simple Asphyxiant  
ACID Acid  
COR Corrosive  
☢ Radioactive

**INSTABILITY**  
4 May Detonate  
3 Shock + Heat may Detonate  
2 Violent Chemical Change  
1 Unstable if Heated  
0 Stable

CONSULT SDS FOR FURTHER INSTRUCTIONS

RATING EXPLANATION GUIDE		
HEALTH	FLAMMABLE	INSTABILITY
Recommended Protection	Susceptibility to Burning	Susceptibility to Energy Release
<b>4</b> Special full protective suit and breathing apparatus must be worn.	<b>4</b> Vary flammable.	<b>4</b> May detonate under normal conditions.
<b>3</b> Full protective suit and breathing apparatus should be worn.	<b>3</b> Ignites under normal temperature conditions.	<b>3</b> May detonate with shock or heat.
<b>2</b> Breathing apparatus with full face mask should be worn.	<b>2</b> Ignites with moderate heating.	<b>2</b> Violent chemical change but does not detonate.
<b>1</b> Breathing apparatus may be worn.	<b>1</b> Ignites when preheated.	<b>1</b> Not stable if heated use precautions.
<b>0</b> No precautions necessary.	<b>0</b> Will not ignite.	<b>0</b> Normally stable.

### NFPA Ratings

All NFPA ratings 2 and above require barcodes and input into chemical inventory

[https://med.ucf.edu/healthit/  
HealthIT@ucf.edu](https://med.ucf.edu/healthit/HealthIT@ucf.edu)

**NEED  
ASSISTANCE?**

**SUBMIT A TICKET**

Email: [HealthIT@ucf.edu](mailto:HealthIT@ucf.edu)

Phone: 407.266.HELP(4357)

Location: College of Medicine, Health Sciences  
Campus -Suite 301

Hours of Operation: 8am – 5pm, Monday – Friday

## Workflow

- Computer issue: Health IT Assist ticket
- Building issue: Engineering Incident Ticket >>> Facilities
- Equipment obviously broken: Engineering Incident Ticket >>> Engineering **and** contact the person in charge of the instrument
- Equipment errors: contact the person in charge of the instrument first
- Not sure, ask me and I'll direct you to who can help if it is not myself

Any questions, please ask,

[Alicia.Willenberg@ucf.edu](mailto:Alicia.Willenberg@ucf.edu)

# Health IT Assistance

Submit a service request here, when you need help from a technician for new equipment/software/system access or have an issue with existing equipment/software/system access.



Please provide as much detail as possible in the fields below to help the technicians respond to your request or issue quickly. Beneficial information would include known specifics for items that you need and any observations or system information for items that are not working as expected. One of our team members will contact you as soon as possible, following review of the information submitted.

## On Behalf Of User

\*Open on behalf of this user (Enter user's NID or full name) ⓘ

ⓘ Alicia Willenberg x ▾

## \*Preferred Contact Method

Email ▾

## \*Email

Alicia.Willenberg@ucf.edu

## \*Please Select Building

ⓘ Burnett Biomedical Sciences x ▾

## Please Enter Room Number

435

## \*Subject

Vetted Software Install

## \*Description ⓘ

Please install the following vetted software on my computer: Computer Name BSBS1234G at Port 435-6C. The downloaded file can be found at: [C:newsoftware](#)

📎 Add Attachments

## Order This Item

📄 Add to Wish List

Submit

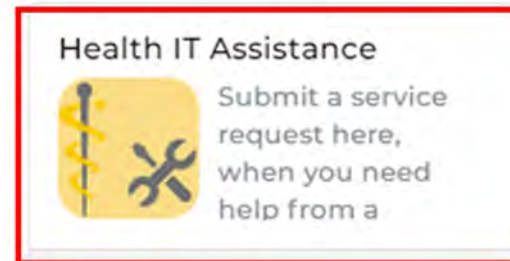
# Workflow – IT Ticket

<https://med.ucf.edu/healthit/>

Sign in with NID

IT/Computer Issue:

Health IT Assist ticket:



- Building and Room # of device
- NID
- Computer Name
- Port #
- Summary & Description of Issue
- Add attachments/screenshots if applicable
- Submit

# BSBS Engineering Incident

BSBS Engineering Incident



## On Behalf Of User

\* Open on behalf of this user (Enter user's NID or full name) ⓘ

ⓘ Alicia Willenberg x ▾

## \* Preferred Contact Method

Email ▾

## \* Email

Alicia.Willenberg@ucf.edu

## \* Phone

407-266-7150

## \* Building Name

Burnett School of Biomedical Sciences ▾

## Please Select Room

470

## Request Type

Facilities ▾

## Option

Building Issue ▾

## Summary of Issue

Door Handle Broken

## Additional Information/Comments

The door handle is broken to room [470](#)

📎 Add Attachments

## Order This Item

🛒 Add to Wish List

Submit



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## Workflow – Facilities

<https://med.ucf.edu/healthit/>

Sign in with NID

Building Issue:

### BSBS Engineering Incident



BSBS Engineering  
Incident

- Building and Room # Affected
- Select Request Type: **Facilities**
- Option: building issue
- Summary & Description of Issue
- Add attachments/pictures if applicable
- Submit





On Behalf Of User

\*Open on behalf of this user (Enter user's NID or full name) ⓘ

ⓘ Alicia Willenberg x ▾

\*Preferred Contact Method

Email ▾

\*Email

Alicia.Willenberg@ucf.edu

\*Phone

407-266-7150

\*Building Name

Burnett School of Biomedical Sciences ▾

Please Select Room

439

Request Type

Engineering ▾

Option

Biomedical Device Support ▾

Summary of Issue

High Speed Centrifuge Error

Additional Information/Comments

FRS error on the BC Avanti centrifuge

Add Attachments

Order This Item

Add to Wish List

Submit

## Workflow – Engineering

<https://med.ucf.edu/healthit/>

Sign in with NID

Instrument Issue:

BSBS Engineering Incident



BSBS Engineering  
Incident

- Building and Room # of device
- Request Type: Engineering
- Option: Biomedical Device Support
- Summary & Description of Issue
- Add attachments/pictures if applicable
- Submit



## Digital Storage

### Required for Core Computers

#### Turn on “Storage Sense”

- For all users (not OneDrive specific)
- Highly recommended for personal devices



### OneDrive Optimization

- Organize folders within OneDrive to manageable sizes
- Turn on “Files On Demand” (OneDrive)
- Select Folders to archive/free up space (OneDrive)

### Data Acquisition

For live data acquisition that takes more than a few minutes:

- Save directly on the local device: C:drive
- Ensures it will not be interrupted by a brief connectivity problem, consider being offline (unplug ethernet)

# Digital Storage

## Turn on **Storage Sense**

Gets rid of temp files

Right Click Windows Icon >>> **Search**

Type “Storage Sense”

**Open**

Select “**On**”

“Configure Storage Sense or run it now”

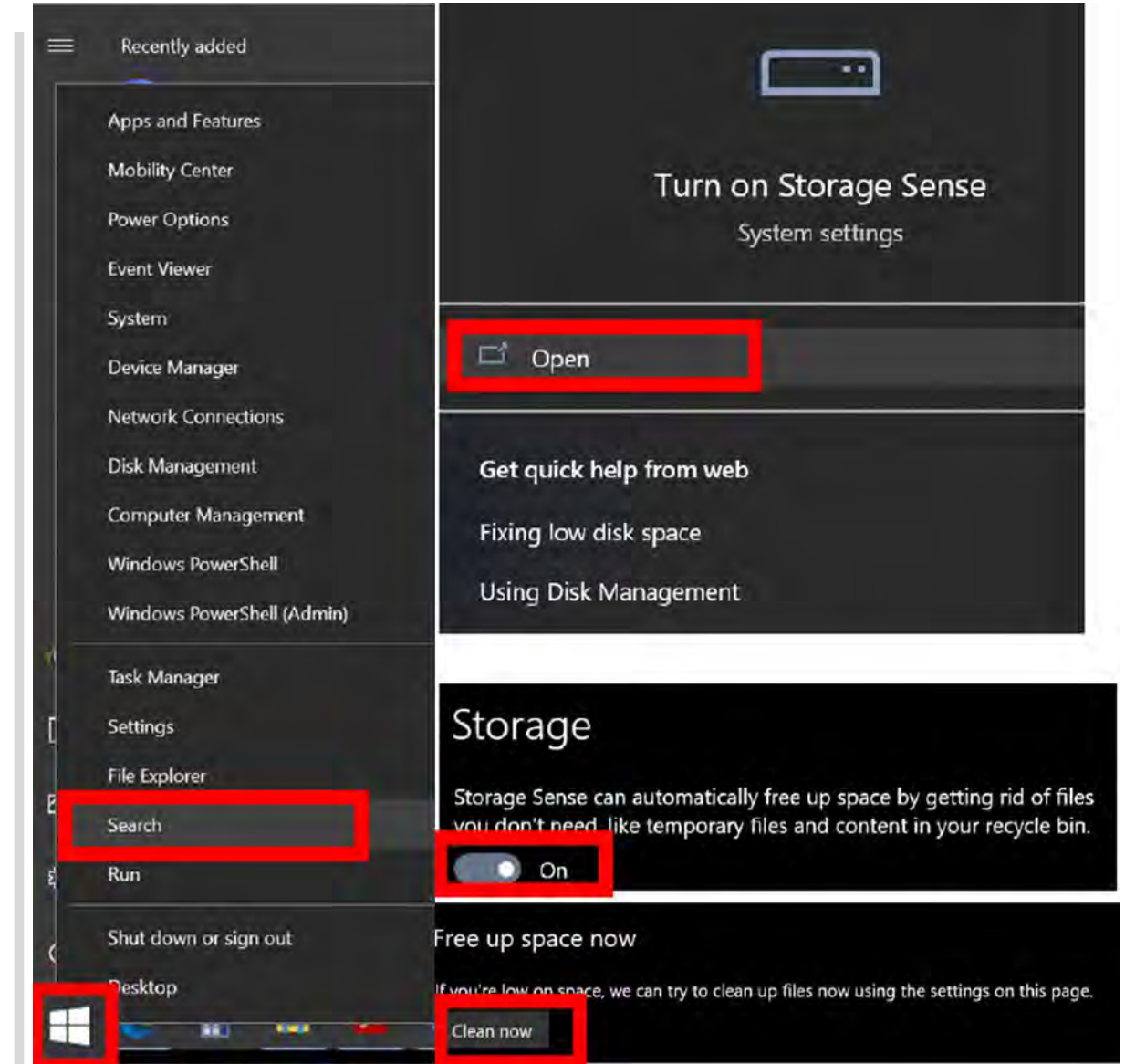
Select feasible settings: EXAMPLE:

- Delete temporary files
- Delete Recycle bin after 14 days
- Delete Downloads after 14 days if unopened
- Content available online only after 14 days unopened

Then:

## Free up Space Now:

- **Clean Now**



# Digital Storage – OneDrive Information

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## Benefits of OneDrive: 5TB of storage

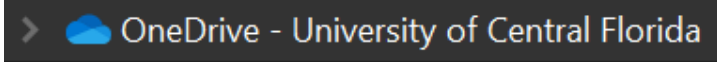
Share folders with undergrads, colleagues, anyone with .edu or .gov account

All your documents are available at your fingertips anywhere you have internet access

## Online Cloud: Office365.ucf.edu (Outlook, OneDrive, Teams, Office)

Use your @ucf email / Enterprise account as default if you have one

## On your device:



Activate your account by clicking on this folder and following the directions provided; if not present search for OneDrive app on computer

**On Core device:** same process: fast way to save large data files- though a portable hard drive may be best

\*Save new data in a new folder (keep only active folders, free up space on older folders)

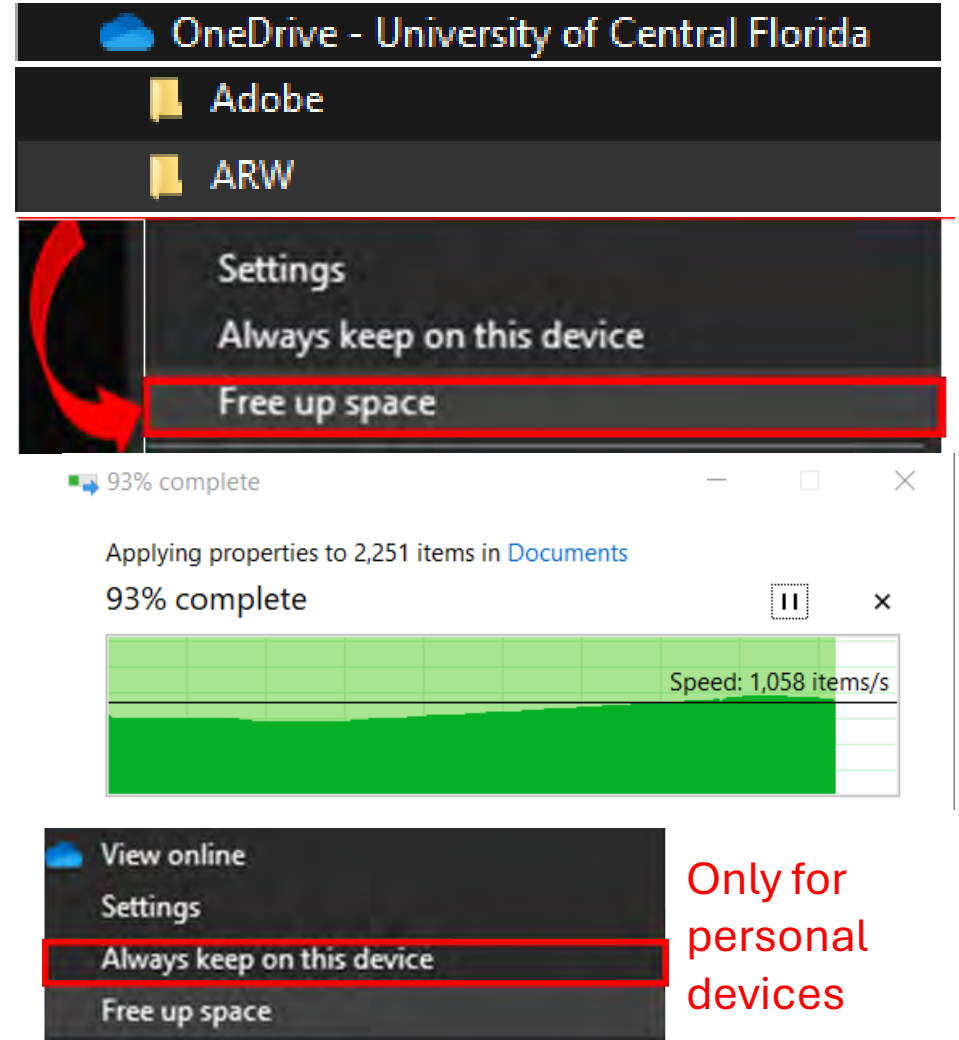
Remove any data stored locally as soon as possible

# Digital Storage – OneDrive

- **Files on Demand** is an automatic selection on BSBS/COM devices for OneDrive
- When local disk space is full, the device will not work optimally = serious issue for core devices that involve saving large data files / images
- Make separate folders for new projects to minimize syncing/downloading large data sets locally
- **Free up Space** on all Core equipment frequently
- On personal devices, you may choose to keep files locally. If changed in another location, you will need to be connected to the internet to sync the file(s) before continuing. Do not do this for core devices.

[Save disk space - Microsoft](#)

Right  
Click



The image shows a OneDrive interface for the University of Central Florida. At the top, there are folders for 'Adobe' and 'ARW'. A right-click context menu is open over the 'ARW' folder, with a red arrow pointing to the 'Free up space' option. Below this, a progress bar window is visible, showing '93% complete' and 'Applying properties to 2,251 items in Documents'. A second progress bar below it also shows '93% complete' with a speed of '1,058 items/s'. At the bottom, another context menu is shown with the 'Always keep on this device' option highlighted in red. To the right of this menu, the text 'Only for personal devices' is written in red.

> This PC > Windows (C:) > Users



Disconnect for long live data acquisition

Virus & threat protection

Quick scan



## Digital Storage



### Data Acquisition

- For live data acquisition that takes more than a few minutes
- Save directly on the local device: C:drive
  - Ensures it will not be interrupted by a brief connectivity problem
- Consider disconnecting from the internet during run
  - Set up a SOP with IT for updating the device before and after running program
  - IT can stop the computer from automatically restarting for an update (require manual approval), however, the computer will still put through all updates that do not require a restart: any of these updates could use enough RAM and interrupt your program and cause it to crash/fail
- Do not keep your data on Core device C:drive / saved locally



# Digital Storage

## Saving Files – Please check with your PI

### Core Networked Device:

- L-Drive (Lab share drive on local network)
- OneDrive
- USB (including portable hard drives)

### Core Non-Networked Device – no internet

- USB

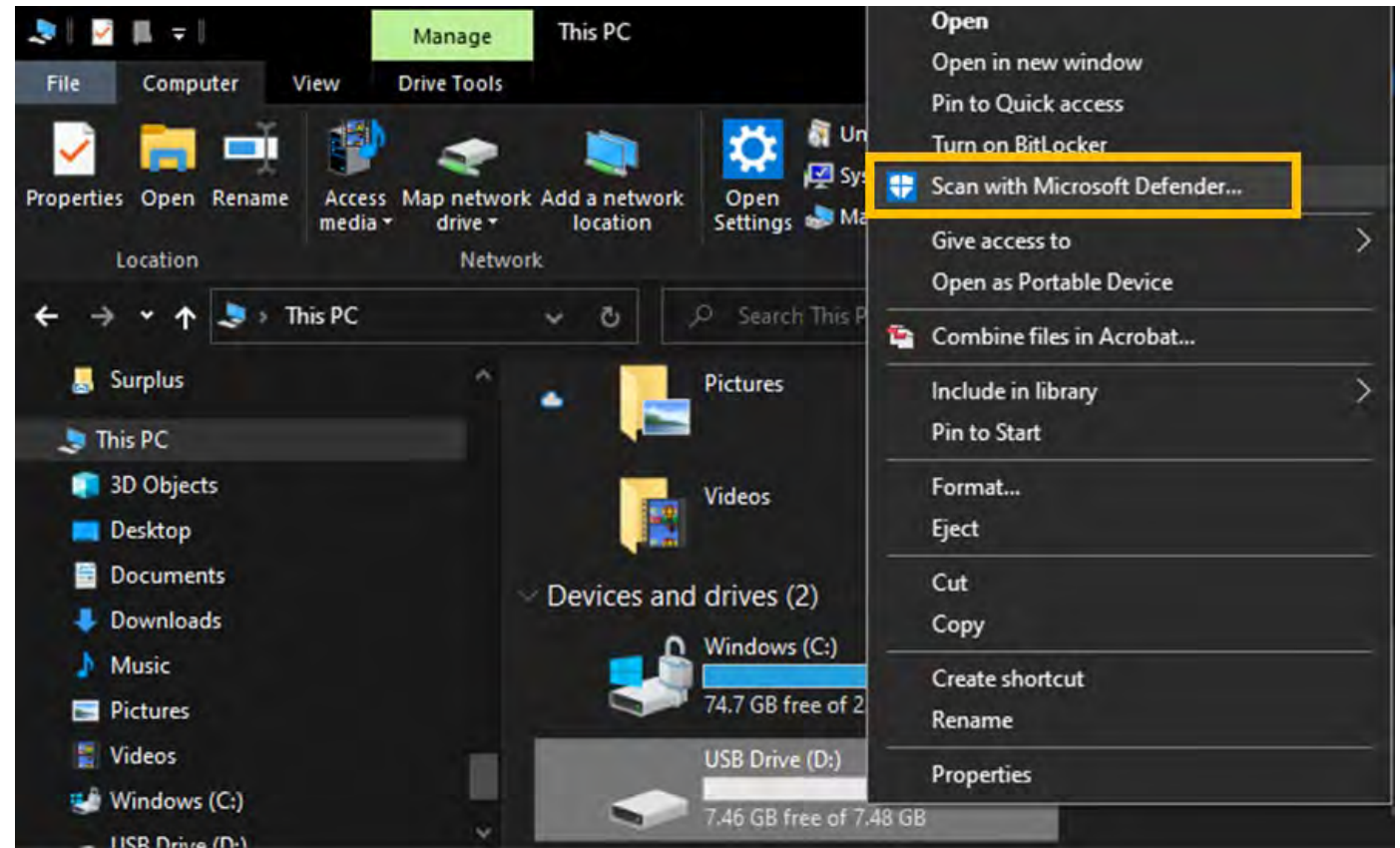
**Do not keep files saved locally on core devices**

**Non-networked core devices are cleared every 3 months! When full = no new data**

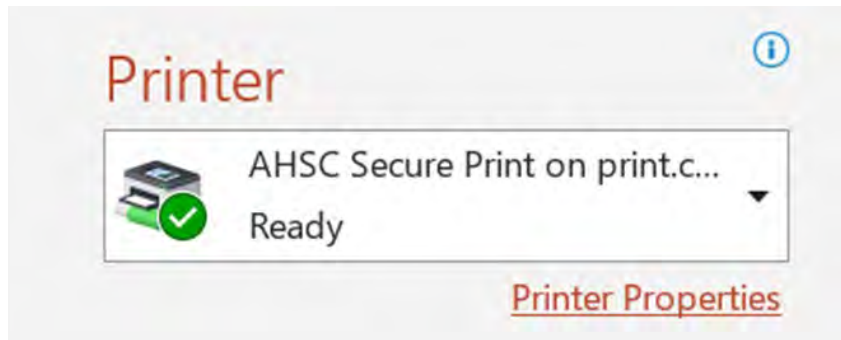
**Desktop is not backed up!**

**Please frequently scan your USB devices!**

- Always scan after using unprotected devices
- On your computer, open a folder,
- This PC >>> Find your device
- Right Click and Scan with Microsoft Defender







## Printing

### Networked Printers – Canon-All-in-One

‘Print’ – Does not print anywhere

Physically go to the BSBS Canon all-in-one printer of choice (1st-4th floor at BBS; 1<sup>st</sup> floor BMS; 3<sup>rd</sup> floor HPA2)

Swipe ID card to login\*

\*New users must submit an [IT ticket](#) (restart your computer after approved: “Please add (*your computer/port*) to network printers in (*your building*))”

Select Secure Print

Select documents to print/Select All

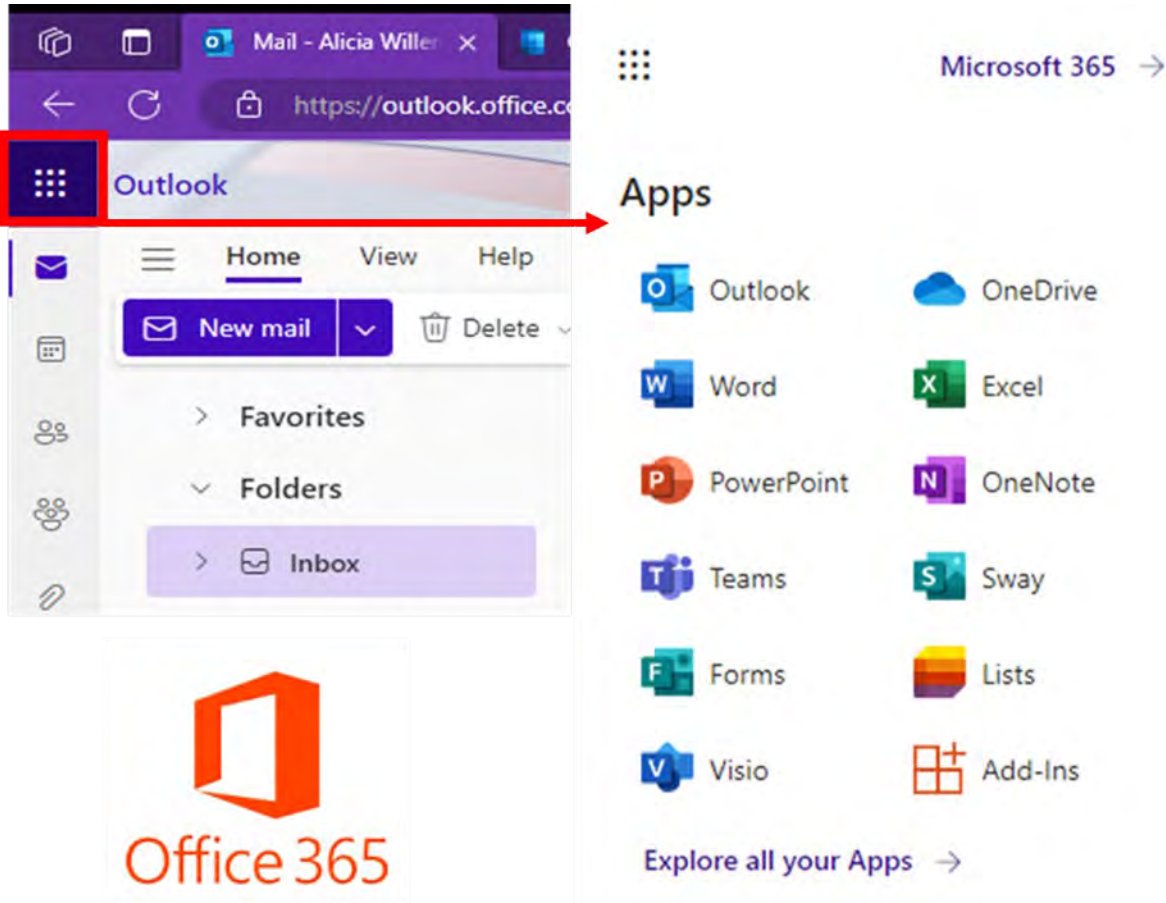
Select Print and Delete

### Still not working:

Ensure device has Wi-Fi off, connect directly to ethernet

Search AHSC in settings > Printers/Scanners; not finding it:

Submit a ticket to add a networked printer, include: your NID, computer name and port #, printer name (AHSC Secure print on print.com.ucf.edu)



## Office365 Overview

### Office365.UCF.edu

“Webmail” and outlook.com/ucf.edu = same page

### Apps

- Each app opens in a new browser tab, allowing for multiple instances of each app to be open at once
- When using the cloud, your data is sync'd the fastest and available instantly from any device anywhere with internet access.
- Microsoft office online has limited capabilities compared to the desktop versions: such examples include PowerPoint: cannot save images with 'save image as,' and no gridlines
- Personal preference: have (2) Outlook tabs open: (1) for mail and (1) for calendars



Office365.ucf.edu = Outlook >>> Calendar

Outlook Mobile App – Only App

**Do Not Use Outlook Desktop  
for core calendars**

**Failing to sign up on the calendar and logbook  
can result in losing privileges and your  
samples/self removed from the instrument.**

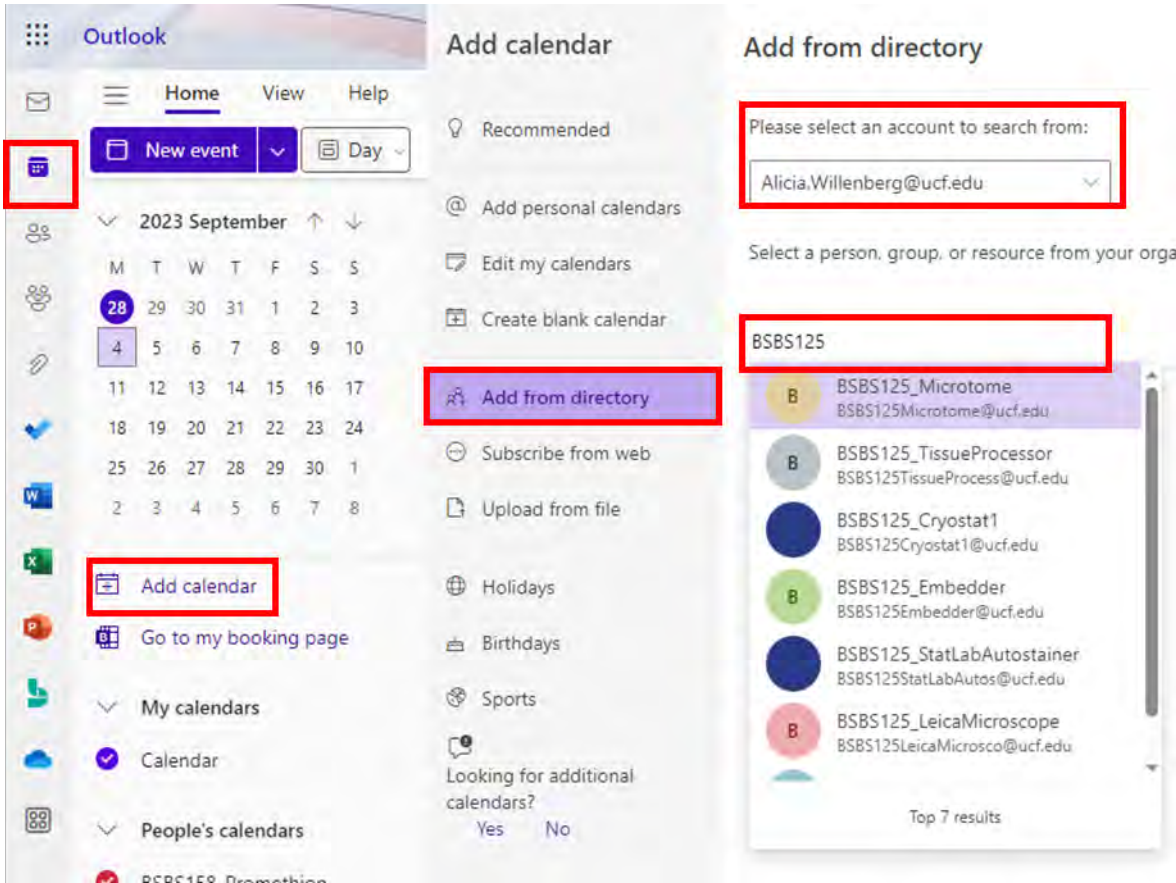
## Calendars

**Outlook through mobile app or web browser  
office365.ucf.edu**

**Do Not Use Outlook Desktop on your  
computer for core calendars!**

- The desktop app does not sync appropriately and can cause scheduling conflicts.

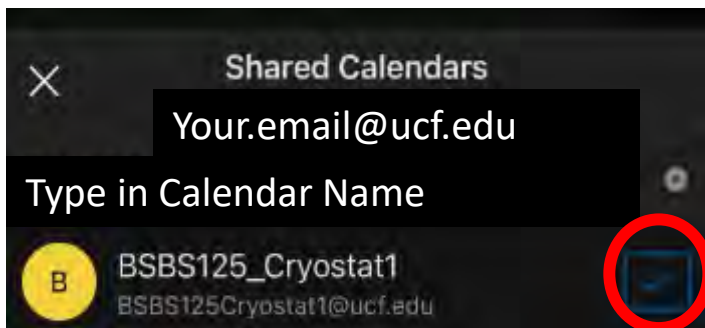
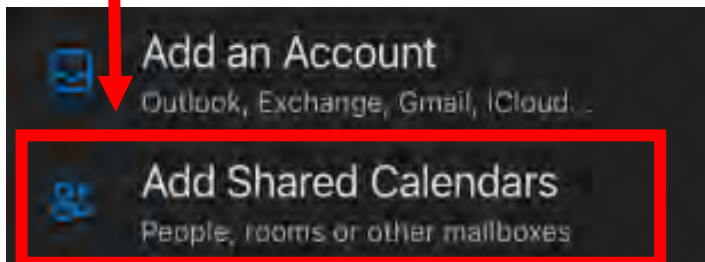
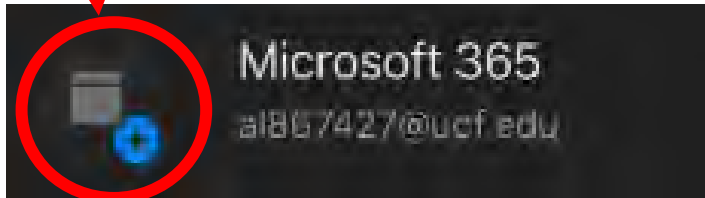
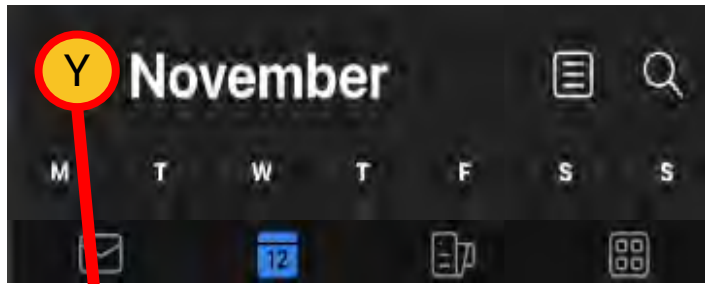
Lists of core equipment and their associated calendars are available in Excel sheet on Teams Core Equipment Page



# Calendars

## Add a Core Equipment Calendar

- Open Outlook on office365.ucf.edu
- Open Calendar
- Add Calendar
- Add from Directory
- Select your account ([your.name@ucf.edu](#))
- Type in name of calendar
  - Example BSBS125, pools list
- Select calendar
- Add to People's Calendars
- Add
- Repeat for other calendars

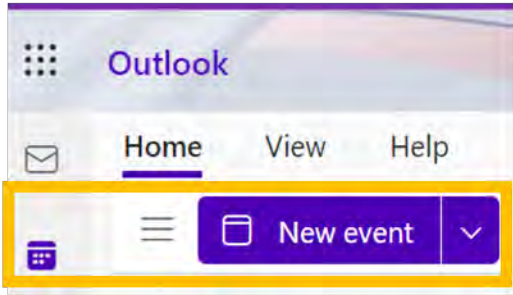


## Calendars

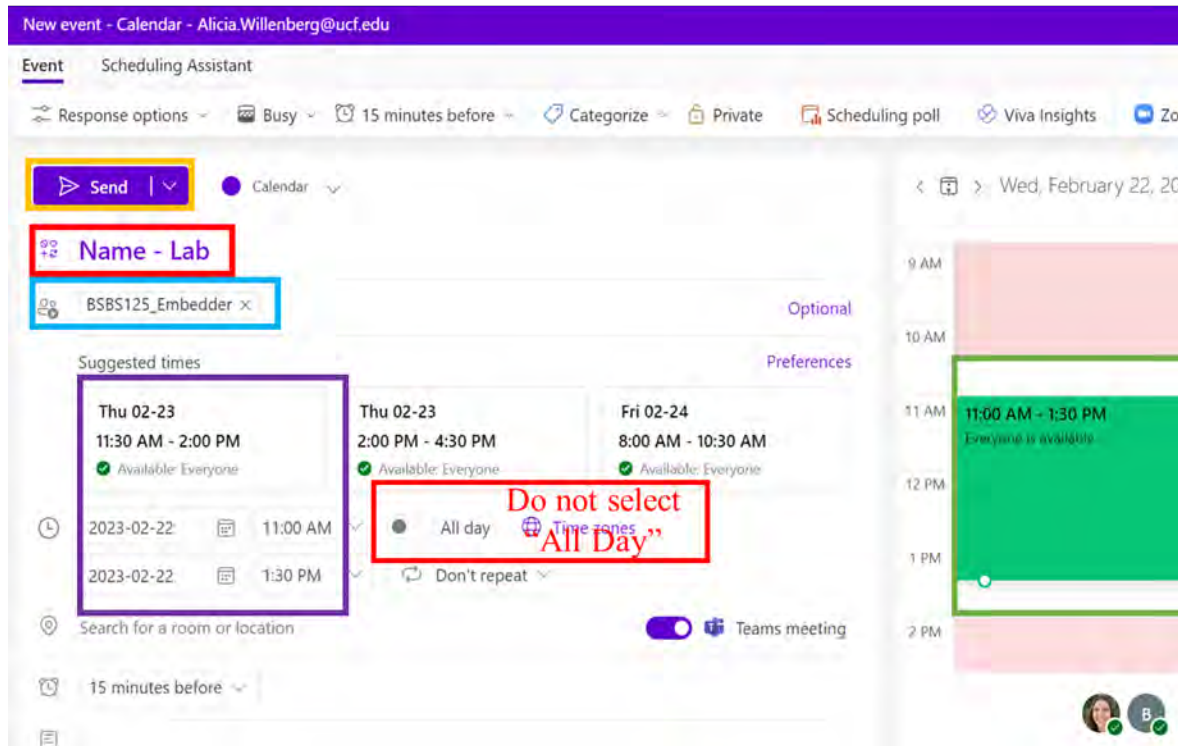
### Add a Core Equipment Calendar-Mobile

- Open Outlook App
- Open Calendar
- Add Calendar (+)
- Add Shared Calendars
- Type in name of calendar
  - Example BSBS125, pools list
- Select calendar
- Add to People's Calendars (+) → ✓
- Repeat for other calendars





**New Event**  
**Title with Name/Lab**  
**Invite Calendar**  
**Select Date/Time**  
**Check Availability**  
**Send**



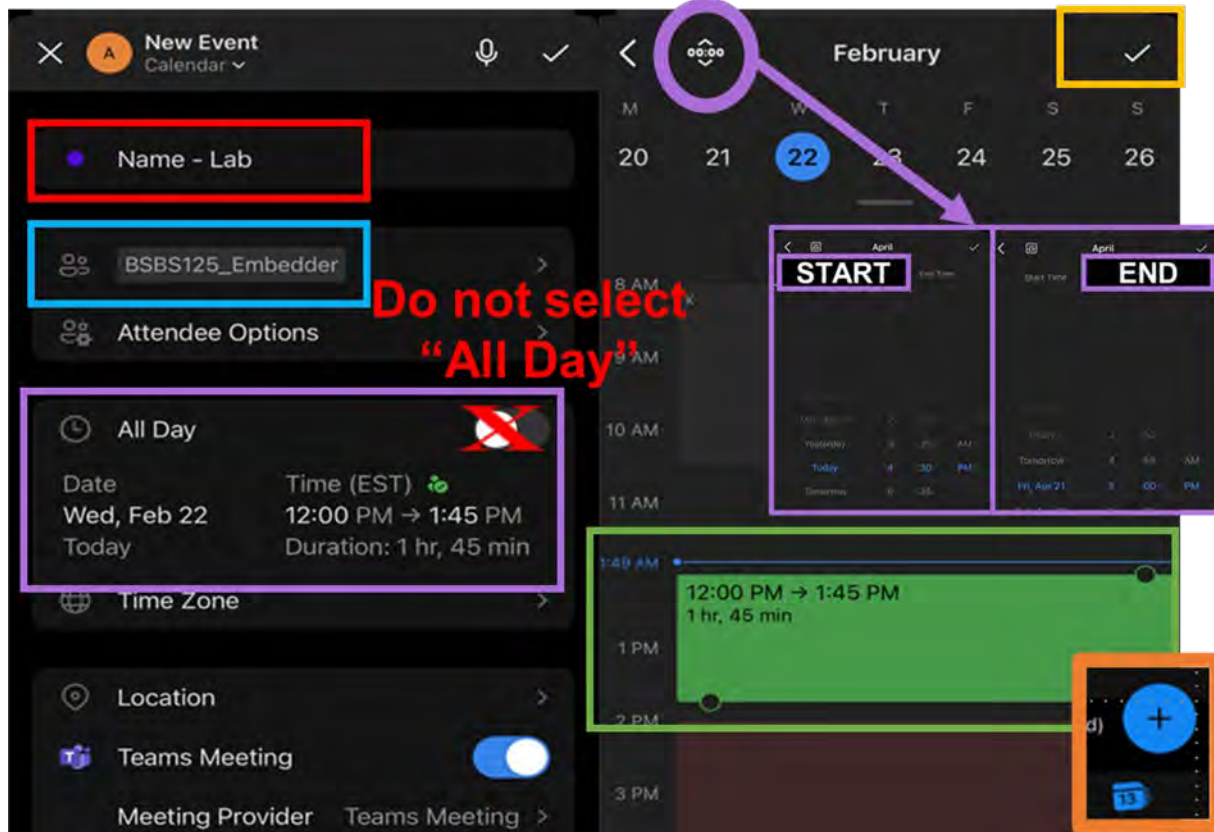
## Calendars

### Book Core Equipment Calendar- Online

- **Do Not Use Outlook Desktop App**
  - Can have sync errors and cause scheduling conflicts
- Open Outlook on office365.ucf.edu
- Open Calendar
- Add New Event on **your** calendar
- Add a Title (your name and lab)
- Invite the calendar and any other people involved
- Select Date and Time
  - Check availability- scheduling assistant is helpful
  - **Do not select “All Day”**
  - This can be overbooked; allows for general notifications
- Send



**New Event**  
**Title with Name/Lab**  
**Invite Calendar**  
**Select Date/Time**  
**Check Availability**  
**Send**

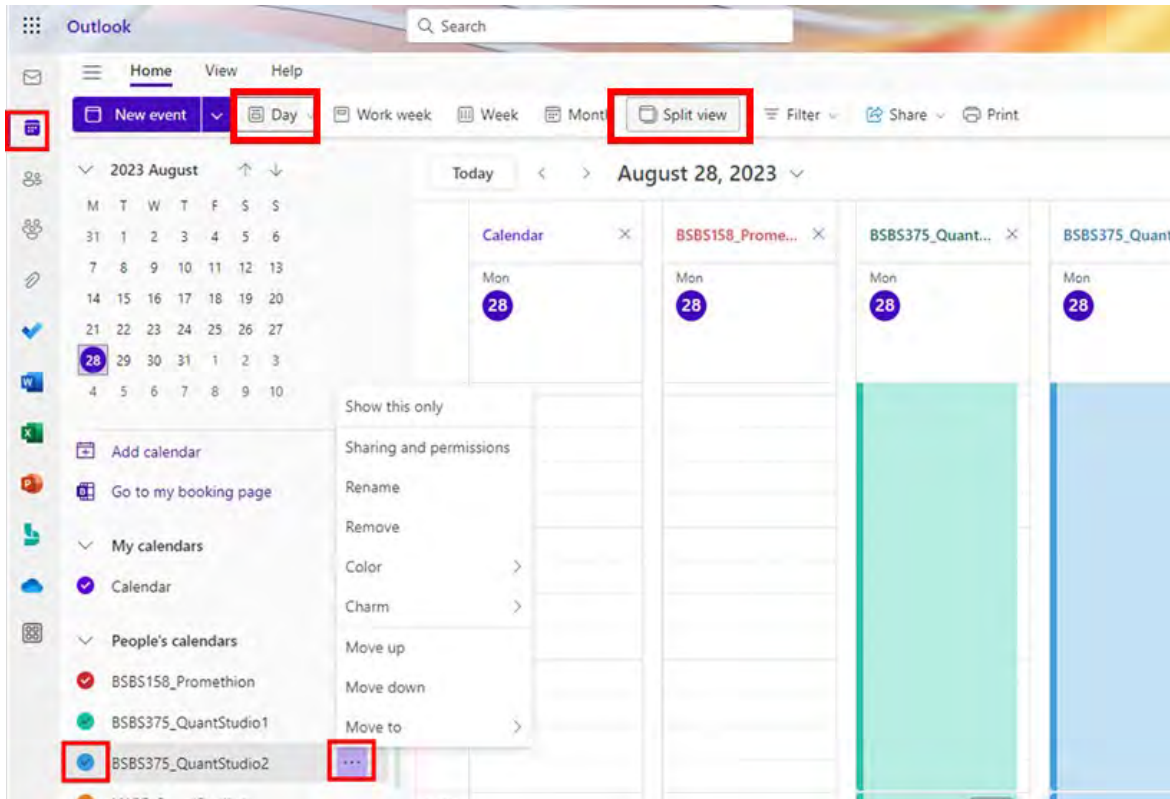


## Calendars

### Book Core Equipment Calendar- Mobile

- Open Outlook mobile app on your device
- **Do not use any other calendar/mail app**
- Open Calendar
- Add New Event on your calendar
- Add a Title (name and lab)
- Invite the calendar and any other people
- Select Date and Time
  - Check availability- scheduling assistant is helpful
  - **Do not select “All Day”** - This can be overbooked; allows for general notifications
- Ok / Send (checkmark)

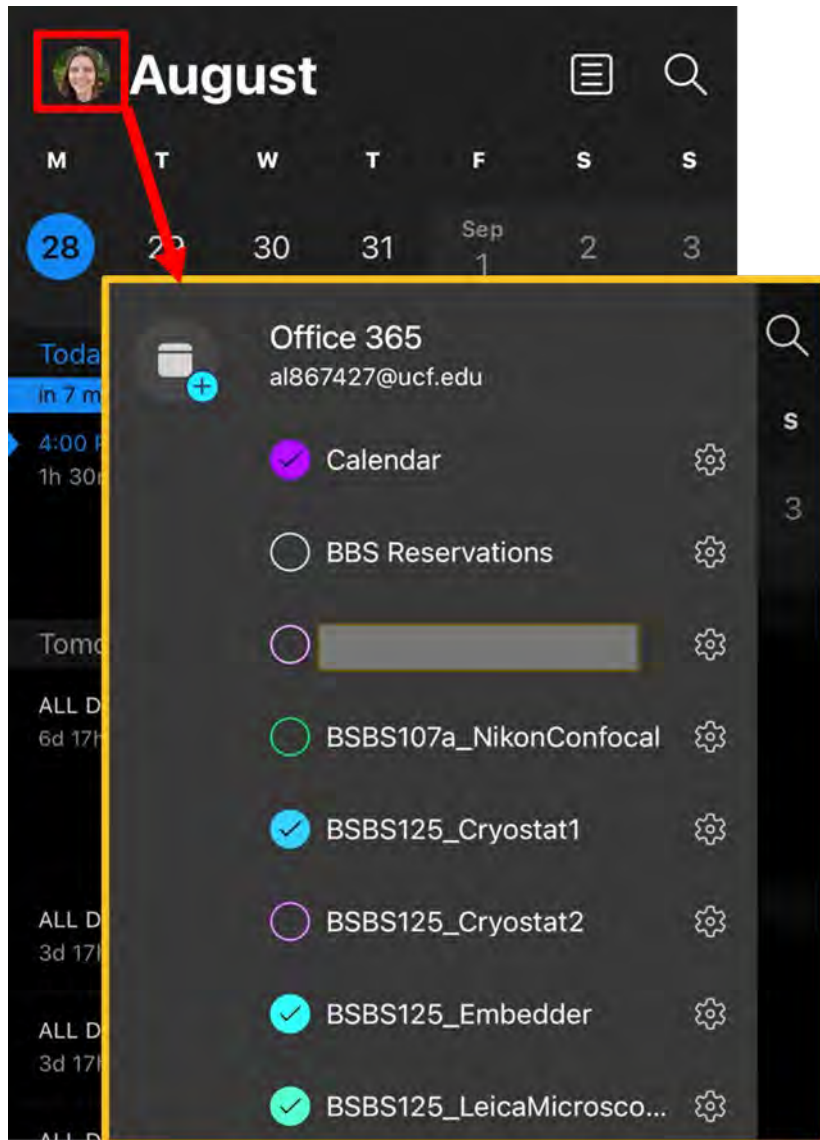




## Calendars

### Suggestion for Viewing Outlook Calendars- Online

- Open Outlook through Office365.ucf.edu
- Open Calendar
- Select all calendars you want to view
  - Check circle next to calendar to turn on/off
- Click on name then ... to change color of calendar
- Select View by Day & Split View:
  - Each Calendar = Column
  - Each row is the time of day
  - 15-30min segment selections
- Please do not book directly on the calendar



## Calendars

### View Calendars- Outlook Mobile

- Open Outlook mobile app on your device
- Open Calendar
- Select all calendars you want to view
  - Click on/off the circles
- Click settings (gear icon) next to calendar to change color of calendar

# Outlook Important Considerations

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- Use the scheduling assistant and/or look at the instrument availability before sending
- Please delete/modify your event if you cannot make it – as soon as possible
- If you are more than 15 minutes late – please do not run over anyone’s time behind yours
- Please do not take people’s scheduled time – if they are late, please contact them before taking their spot
- Please be considerate and try not to book more than 3h in a row during business hours
- Always sign a logbook if present, if something is wrong with the instrument, log it **AND** contact the person overseeing the instrument
- If you overbooked an instrument, you will receive an email stating it was not accepted, **AND** check your personal calendar to **remove it from your events**
- **Never use “All Day” as a time** – it will not reserve your time (this can be used for special notes from the person overseeing the calendar, please check for these notes)

# Using BSBS Core Equipment

- Please contact the person overseeing the instrument
  - This can be found on the [Teams BSBS Core Equipment page](#)
- Receive training by the person overseeing the equipment
  - Volunteers/Undergrads are not supposed to work alone
- [Request Traka box access](#) – building dependent resources
- If the instrument has a calendar, reserve time on the calendar before beginning
  - See [Outlook instructions](#)
  - **Failing to sign up on the calendar and logbook can result in losing privileges and your samples/self removed from the instrument.**
- Clean up after yourself



**Traka box**

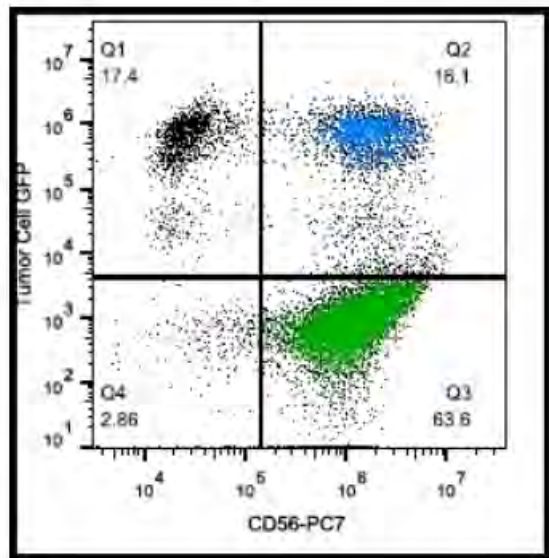
**\*Traka Note:** if key is checked out: Login, press “Look Up” and click the icon for that key to see who checked it out

# Using BSBS Core Equipment

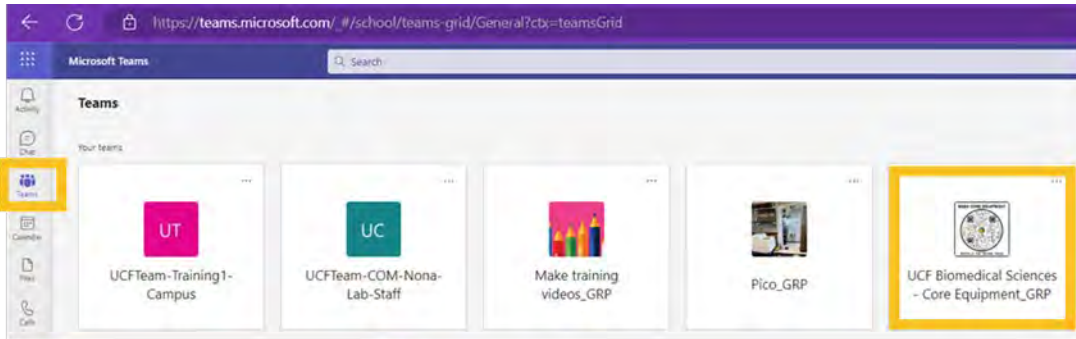
Equipment overseen by the Copik Lab:

Contacts: [Jeremiah.Oyer@ucf.edu](mailto:Jeremiah.Oyer@ucf.edu) and Eran: [er020844@ucf.edu](mailto:er020844@ucf.edu)

Cell Sorting, Flow Cytometry, in vivo Imaging, Seahorse, and Confocal: Zeiss LSM710







## Teams Page

### Core Equipment in BSBS Department per Building

[Team Link for BSBS Core Equipment Page](#)

Sort Equipment by type, or room #

Export as Excel to better search for details –

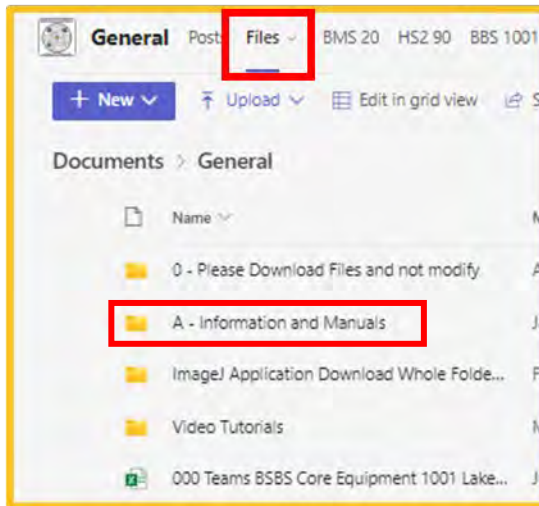
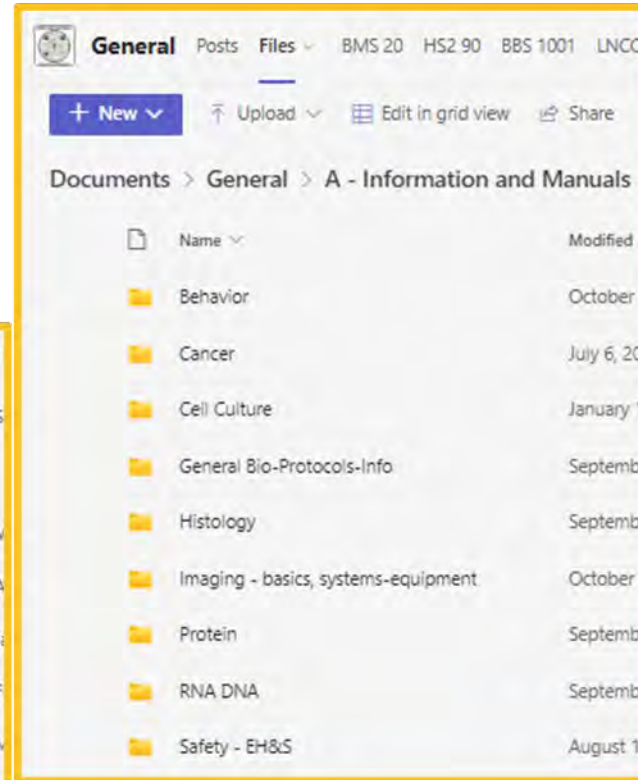
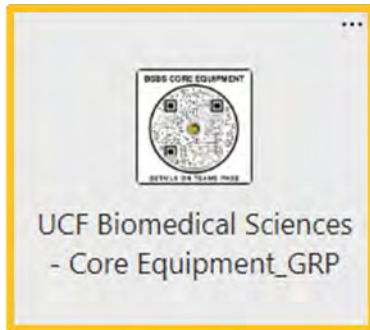
Compiled Excel List for all buildings saved to: Files:

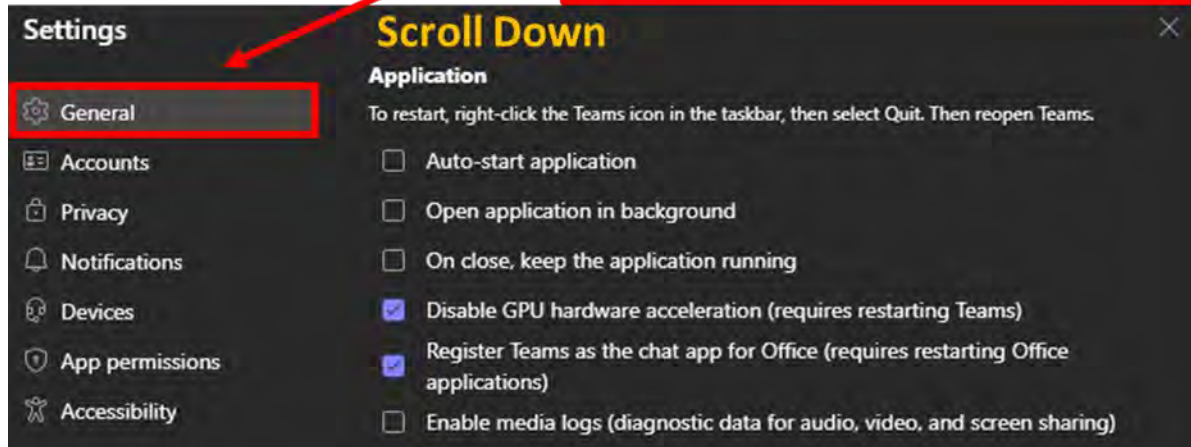
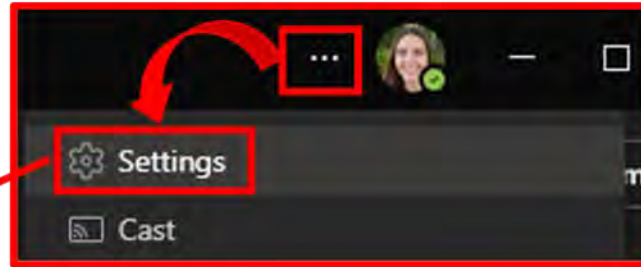
### Files / Information

Please download files, do not modify shared versions

For issues, please post a message in the app

Send in your own information/protocols/infographics





## Teams Desktop App Settings

### Teams app slowing your computer down?

**Uncheck:** Auto-start, and On close, keep application running

**Check:** Disable GPU Hardware acceleration

**GPU:** Graphics Processing Unit [Technews GPU HA](#)

Keeping GPUHA enabled: If your computer can handle it, it improves application performance and CPU health as there is less load, increases battery life

It may be best to have it unchecked / enabled for video recording and streaming- requires restart of Teams

Also, consider enabling media logs at this time if you are having issues, this can help IT diagnose the problem





# Teams Phone

## Guide for Teams Phone C450HD

**Sign in:** NID, multifactor approve: if screen is not locked, everyone has access to your Teams account

## Pin: locks account

To set a pin to lock screen: Menu > Security (at bottom) > screen lock > input a 6-digit code & confirm

## Call Forwarding:

- When the phone is idle, touch the FORWARD menu, and then touch Forward to a number.
- Enter the number to which you want to forward the calls, and then touch the START menu.
- To deactivate call forwarding, touch the FORWARD menu, and then select Do not forward calls.

# Accessibility

**Creating Accessible Documents** allows for visually impaired and everyone to use text to speech- it also improves translation into other languages

[About Accessibility](#)

**Turn on Accessibility:** Right click on the ribbon titles (Home/View) and Customize the Ribbon

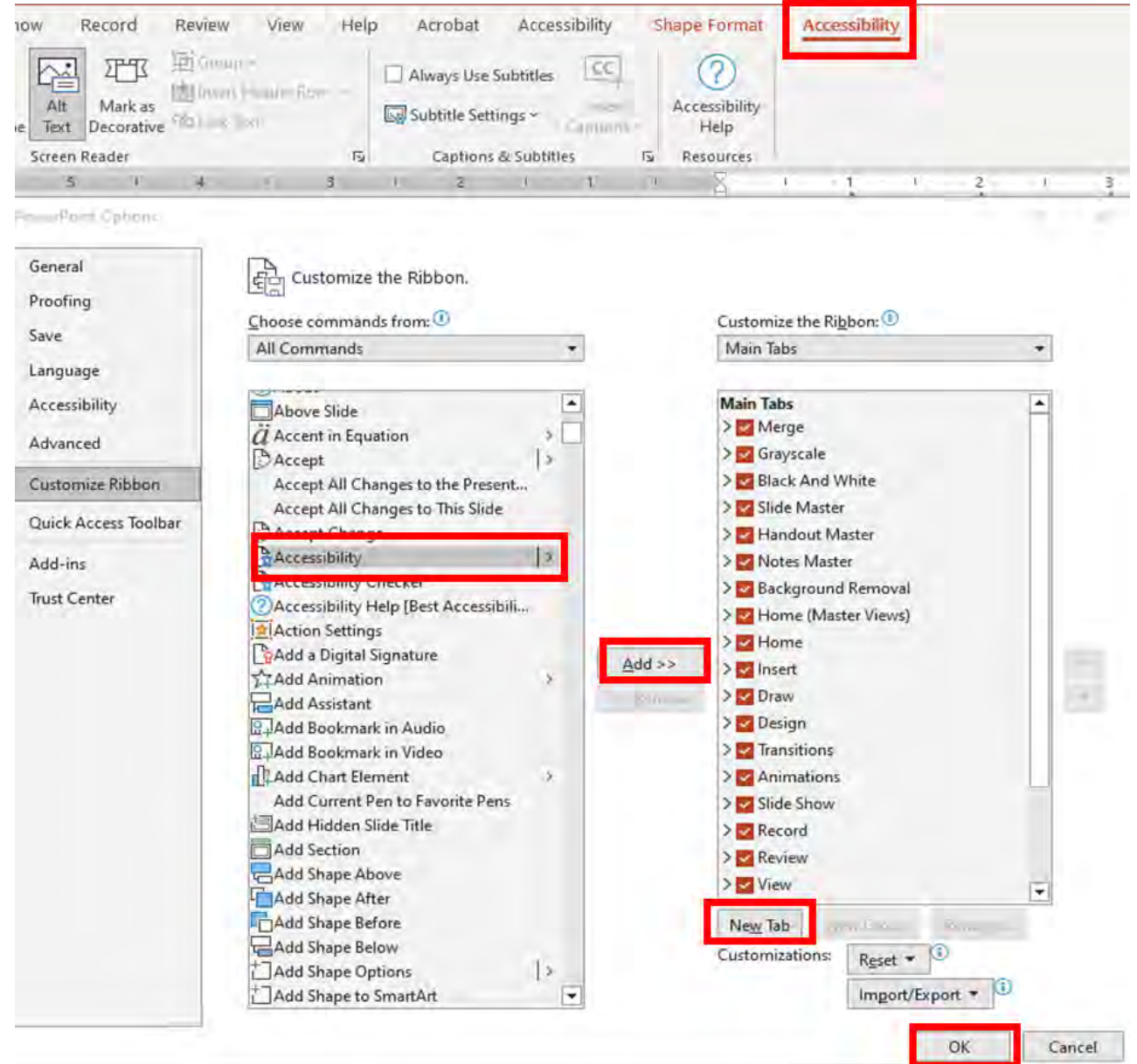
Select All Commands and find Accessibility

Add to a New Tab

**Use a Template**

[UCF Templates](#)

Approved branding and text formatting



# Accessibility

## Alt Text = Labeling

On Accessibility tab, select Alt Text, select each item, and input information into the Alt Text Box

Add Alternative Text (Alt Text) to every image, title, text box, table-label as such with a short description if needed

## Confirm the order of each slide

Home Tab, Arrange, Selection Plain, check the order for reading the slide, click and drag to change

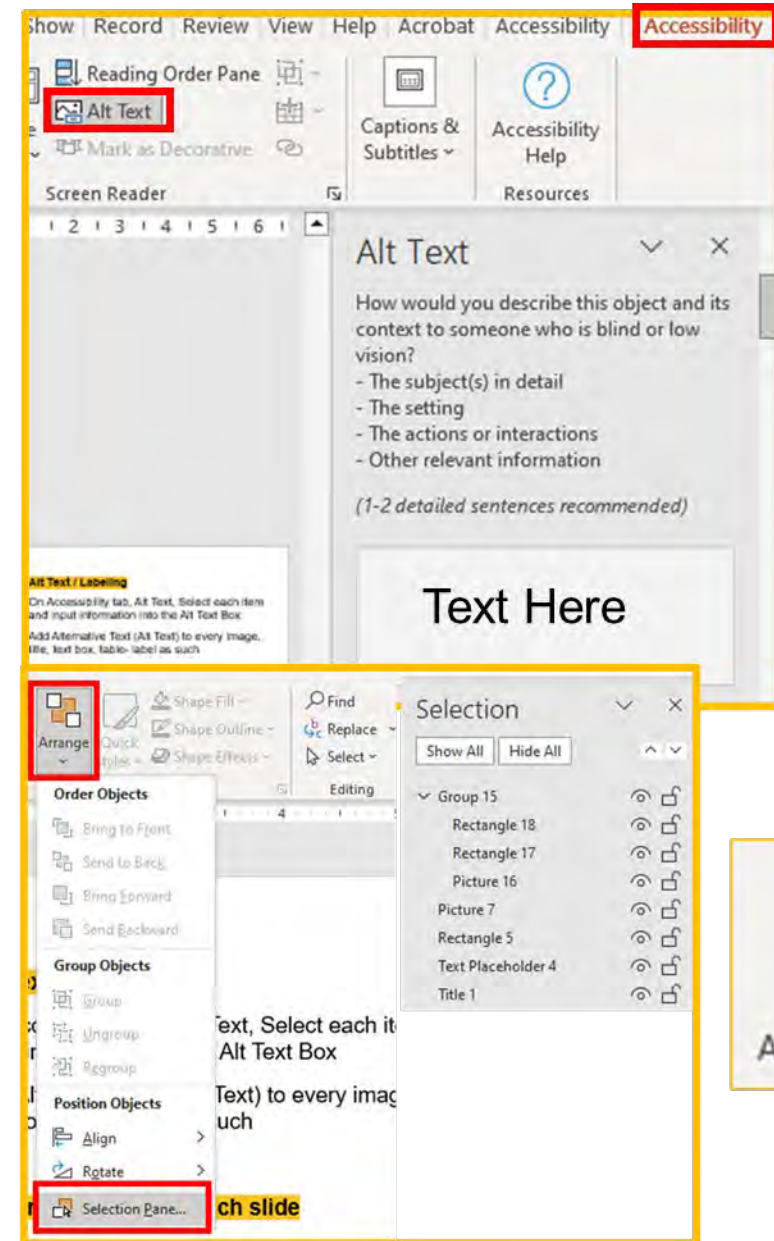
**Reads from the bottom up and the last item will be in front**

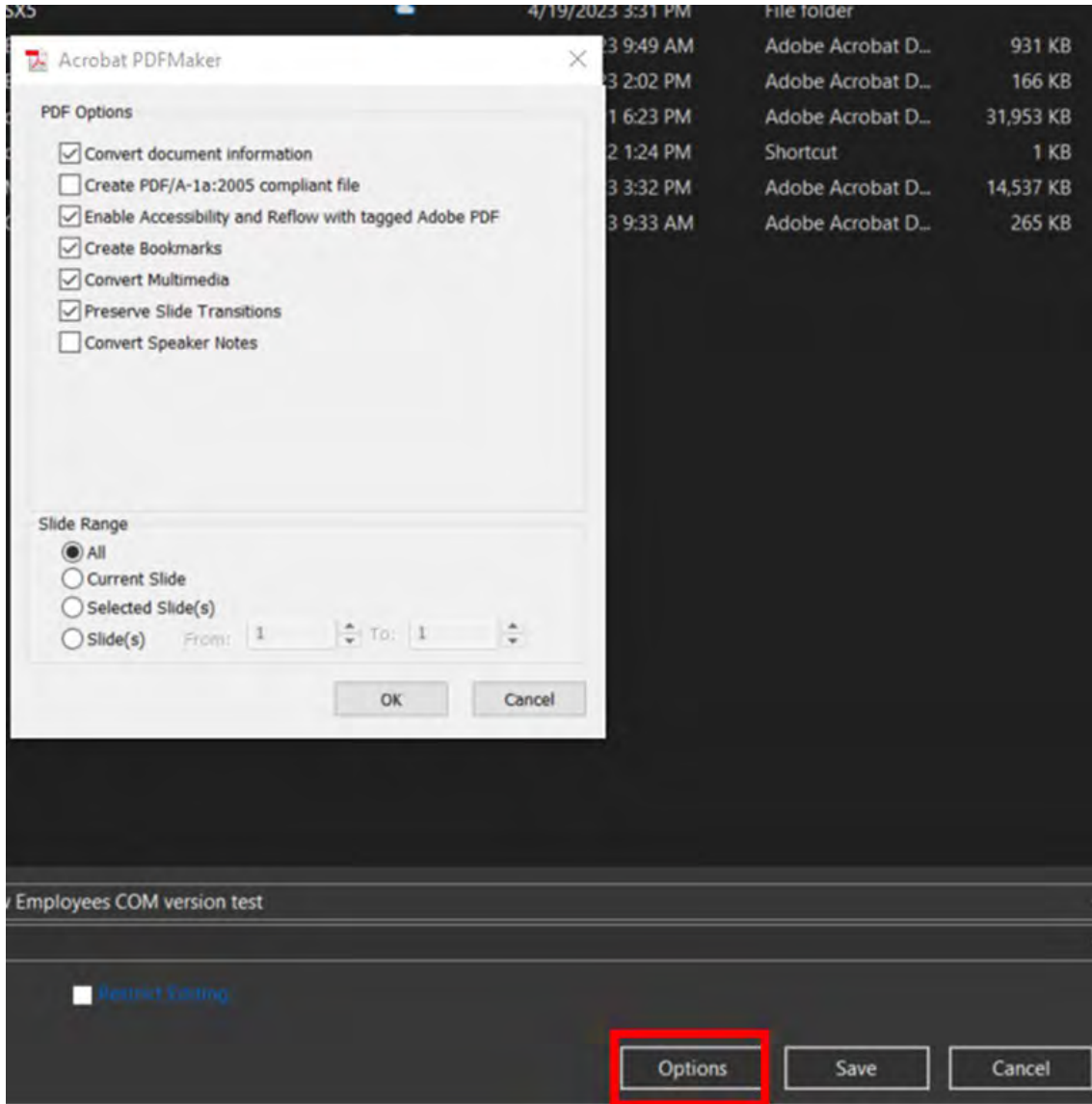
## Check Accessibility

Accessibility Tab, Check Accessibility

Fix any errors necessary, ensure every item is labeled

Consider taking the tips offered





## Accessibility

### Save as PDF - Not print to PDF

Select location to save

Select **Options** (lower right)

Select: all relevant boxes and slide range

\*Enable Accessibility – most important

OK, Save

Open PDF

Look through for proper placement and flow

Test 'Read Out loud'

View >>> Read Out Loud

Options: read this page, read to end of doc





Your Directory Info

Summary of work

Citations

Link to website



## Your Basic Website Here

Type / to choose a block

Page Side Features

Page Header

Permissions: Read this Page

Header Media Fields

Header Styling

Header Images

Header Video

## Websites

Update, Modify or Add Content

Contacts:

[Adriana.Christianson@ucf.edu](mailto:Adriana.Christianson@ucf.edu) for directory updates

[Alicia.Willenberg@ucf.edu](mailto:Alicia.Willenberg@ucf.edu) for all other inquiries

For comments about our basic layout/fonts/formatting,  
please contact [medweb@ucf.edu](mailto:medweb@ucf.edu)

**Email Alias:** ‘Add Enterprise Email Alias’

Check what accounts you have:

Outlook: Settings>>>Mail>>>Compose and reply>>>

Addresses to send from = list of all your email names

Change/Get new email name: [your.name@ucf.edu](mailto:your.name@ucf.edu): submit  
an [IT Service Now Ticket](#) include proposed new name (not  
a new email, just a name/alias to your current: people can  
send emails to it like a separate account

# Parking

[UCF Parking Website](#)

Please provide this page to your guests

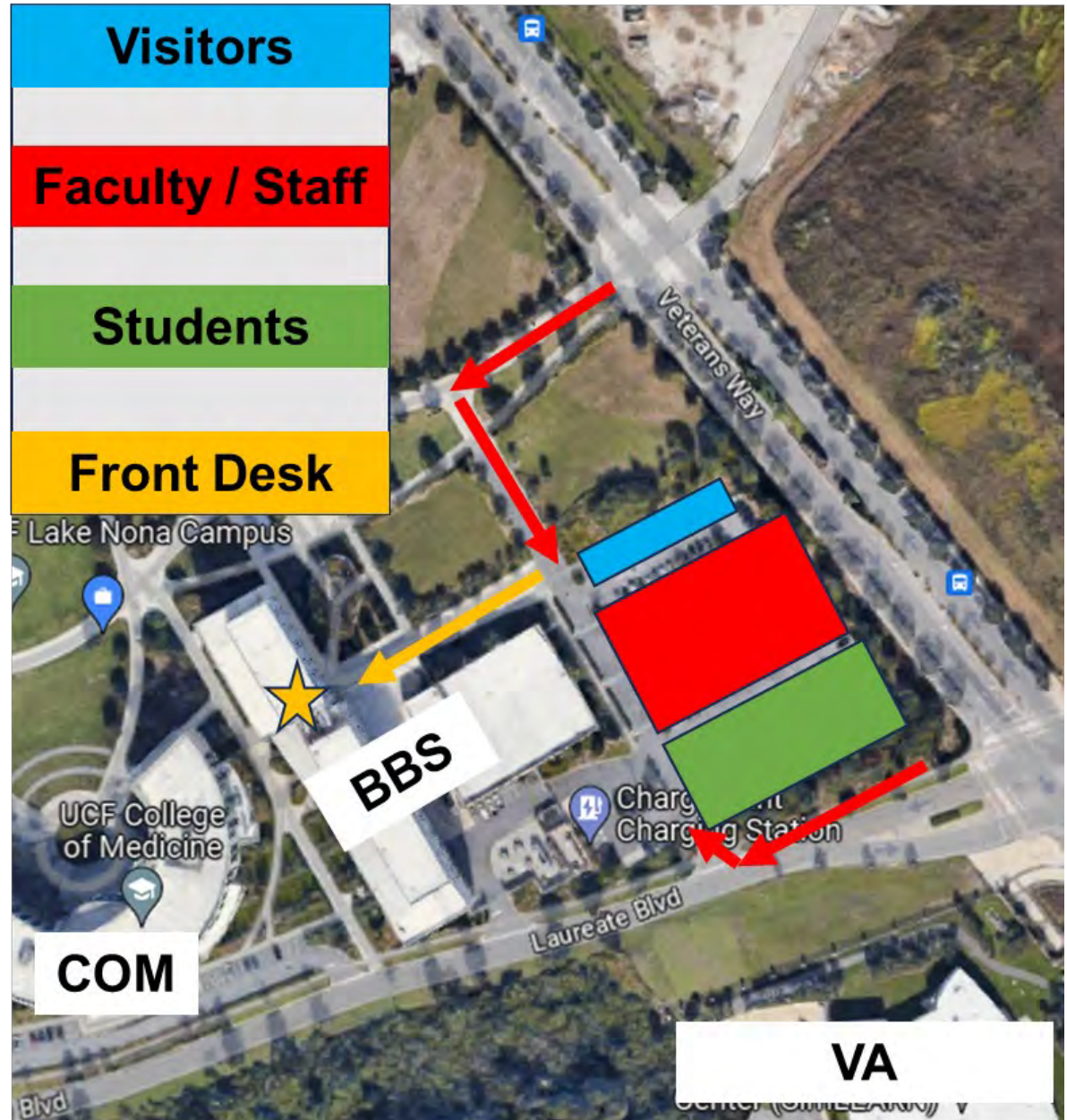
At the Lake Nona BBS building:

**Visitors** are to park in the marked zones and check in at the front desk (use the call button to be let into the atrium)

Additional parking on the other side of COM

Shuttle available to/from main campus:

[Track the location of shuttle](#)





# Resources and Contact Information

## Building Access and Traka Box 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)



**Traka box**

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
- For core equipment room access, schedule and receive training, have trainer request access
- Questions / Requests – [HSCWelcomeDesk@ucf.edu](mailto:HSCWelcomeDesk@ucf.edu)

# Resources and Contact Information

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## Typography (Fonts):

UCF's primary fonts as of Fall 2023 are Gotham (most content) and Knockout (large-scale content)

-However, these fonts likely need to be requested for download, and they are not the best for deciphering between i, l, L, l, 1 and others; consider **Aptos** as shown in this document

**Gotham Bold:** i, l, L, l, 1; **Knockout:** do not have; **Times New Roman:** i, l, L, l, 1; **Arial:** i, l, L, l, 1

## Information about creating accessible documents:

<https://sas.sdes.ucf.edu/digital-accessibility/#Powerpoint>

Templates available

## [UCF Brand Information](#)

**UCF Marketing and Communications:**

[brand@ucf.edu](mailto:brand@ucf.edu)

# Resources and Contact Information

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## [Teams Core Equipment Page](#)

### General Information

HSCWelcomeDesk@ucf.edu

### Specific Information:

Equipment, Protocols, General Science, Other

Alicia.Willenberg@ucf.edu

Research Program Coordinator

Burnett School of Biomedical Sciences

Thank you!

Please send comments to improve  
this document to:

Alicia.Willenberg@ucf.edu



**College of  
Medicine**

Last update 20241112