

Burnett School of Biomedical Sciences

General Information for Researchers

Questions, Contact:

General Information:

HSCWelcomeDesk@ucf.edu

Specific Information:

Equipment, Protocols, General Science, Other

Alicia.Willenberg@ucf.edu

Research Program Coordinator

Burnett School of Biomedical Sciences



**College of
Medicine**

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Burnett School of Biomedical Sciences

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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.

BenefitHub 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



**College of
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COM Educational Technology Staff



New Employees

Important Links / Info:

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

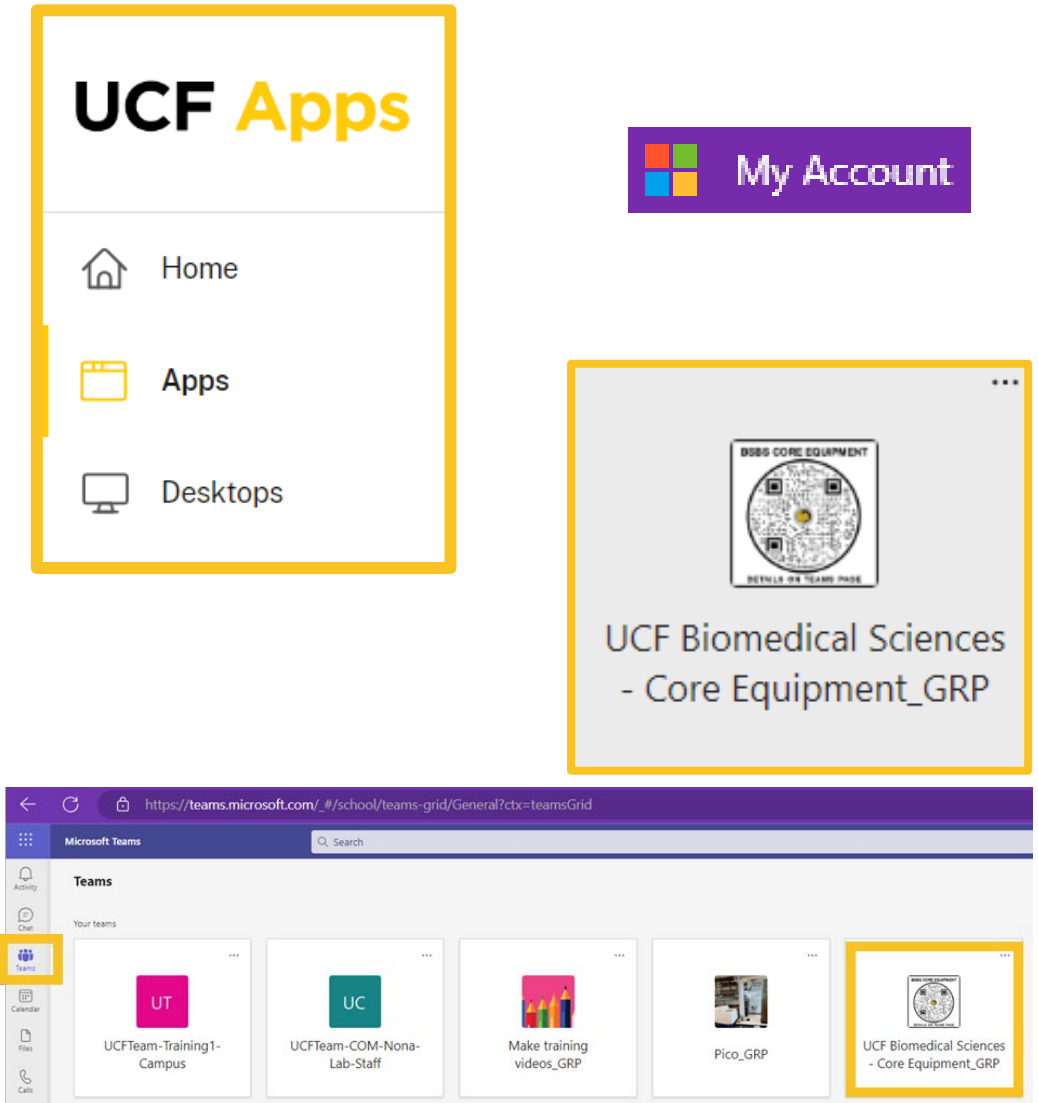
[UCF Research Apps](#) – Zoom, Teams, Paris , Aurora, CITI, Huron, Argis, iThenticate, TERA, Sophia, many more

[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](#)

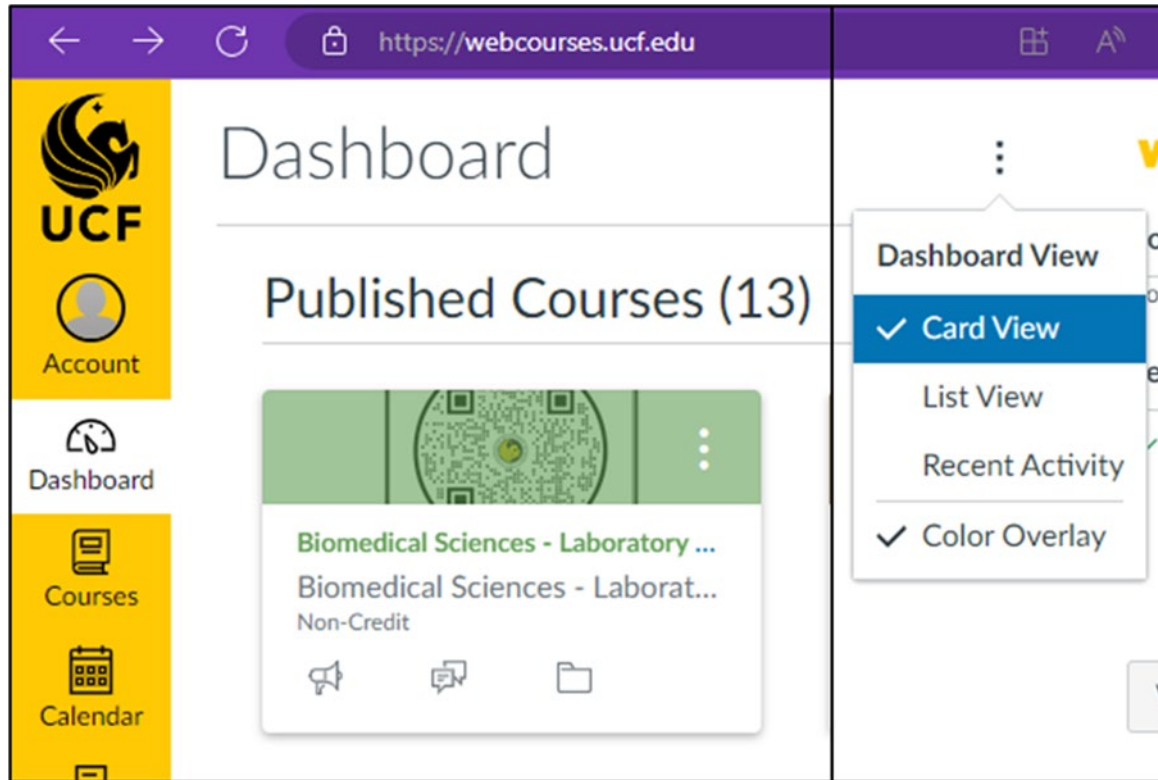
Facebook: <https://www.facebook.com/groups/bsgsaucf/>

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

Contact: bsbsgsa@gmail.com



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

New Employees

Webcourses

Classes, HIPAA, Safety, Commons

Workday workday.ucf.edu (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](#)

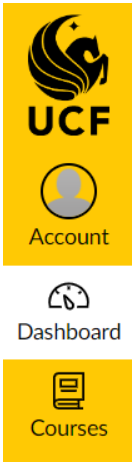
Required Courses:

- 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
Start	EHS155	Substances Training	DEA regulations	08-29-2024	Bio Safety
Start	EHS421	Think About Your Sink	Industrial	08-14-2024	Environmental
Start	EHS140	Bloodborne Pathogens for Healthcare and Laboratories	Bloodborne	04-05-2024	Bio Safety
Start	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

EH&S for New Labs - New Faculty

- 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



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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

UNIVERSITY OF CENTRAL FLORIDA

UCF SIGN IN

UCF Environmental Health and Safety

About

Offices and Services

Training

Policies and Procedures

Workplace Safety

Biological Safety

Laboratory Safety

Fire Safety

Chemical Safety

Environmental Management

Hazardous Waste

Radiation Safety

Chemical Inventory

Safety Data Sheets

Explosives

Tax-Free Alcohol

Safety Data Sheets

The EHS group keeps SDS (Safety Data Sheets, formerly known as MSDS) for all chemicals that are shipped to campus. For information on how to utilize the SDS, visit the [VelocityEHS](#) website or download the [Navigating within VelocityEHS](#) | Accelerate.

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

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

**NEED
ASSISTANCE?**

SUBMIT A TICKET

Email: 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

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 observances 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



College of
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Workflow – IT Ticket

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

Sign in with NID

IT/Computer Issue:

Health IT Assist ticket:

Health IT Assistance



Submit a service
request here,
when you need
help from a

- 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 ✕ ▾

* 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



College of
Medicine

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

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 v

*Preferred Contact Method

Email v

*Email

Alicia.Willenberg@ucf.edu

*Phone

407-266-7150

*Building Name

Burnett School of Biomedical Sciences v

Please Select Room

439

Request Type

Engineering v

Option

Biomedical Device Support v

Summary of Issue

High Speed Centrifuge Error

Additional Information/Comments

FRS error on the BC Avanti centrifuge

 Add Attachments



College of
Medicine

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”

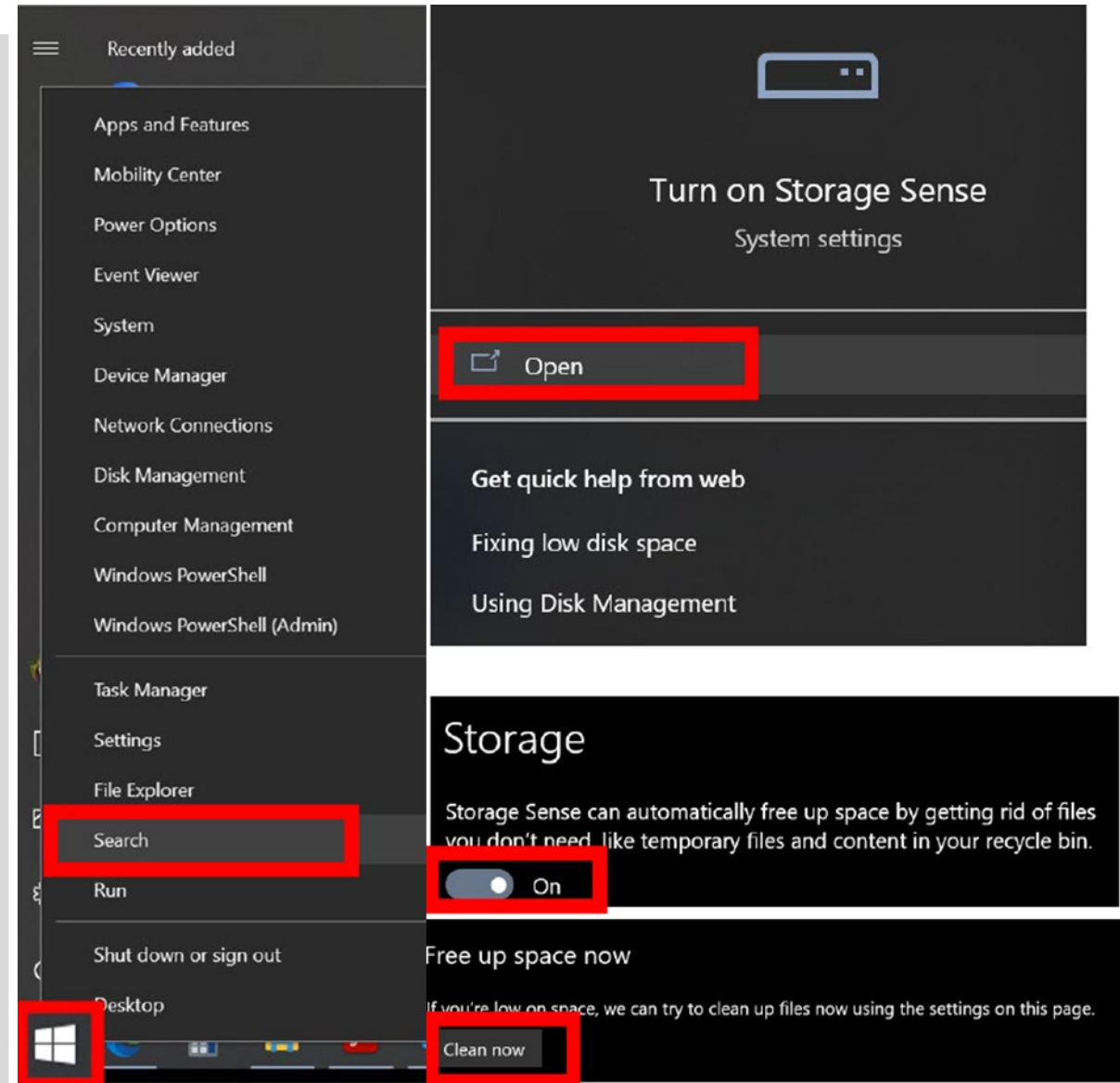
Select feasible settings: EXAMPLE:

- 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

Benefits of OneDrive: 5TB of storage

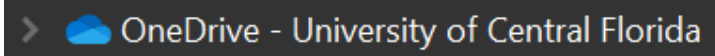
Share folders with undergrads, colleagues, anyone with .edu or .gov account

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)

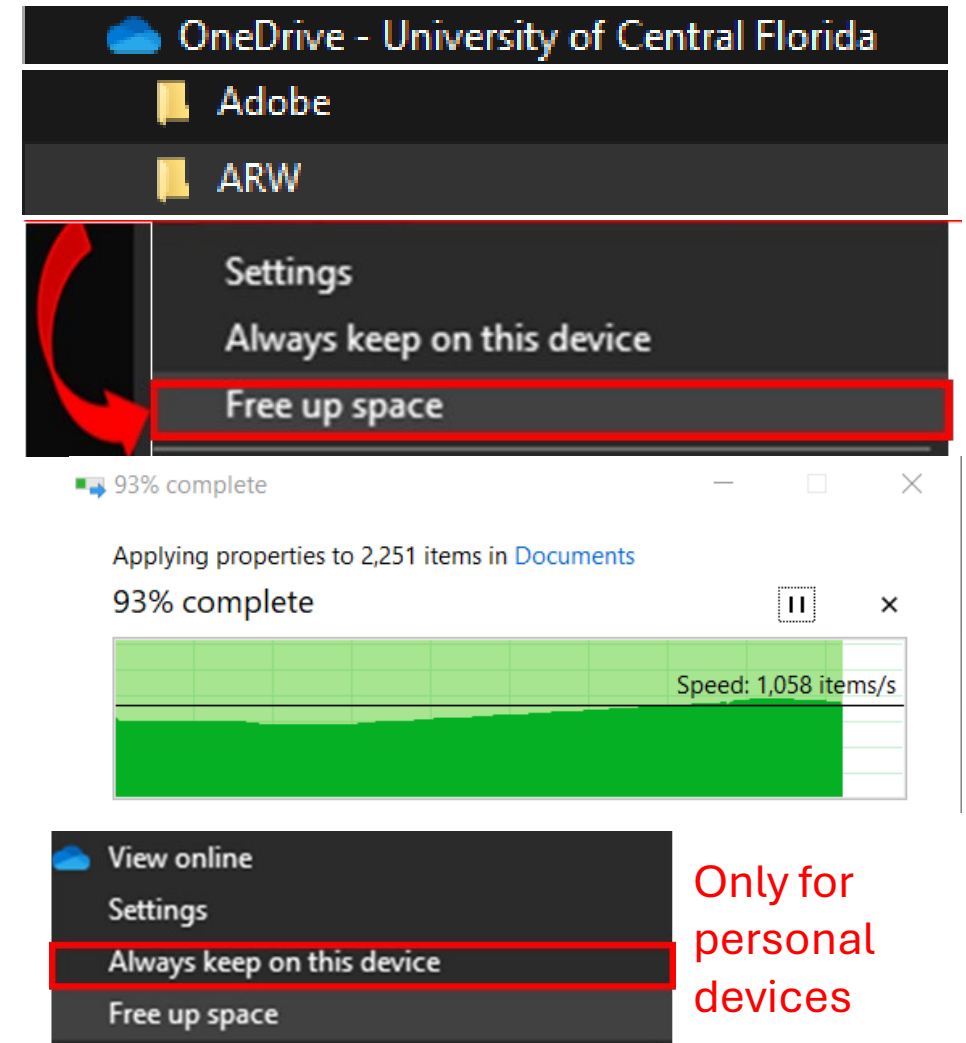
Remove any data stored locally as soon as possible

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



> 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

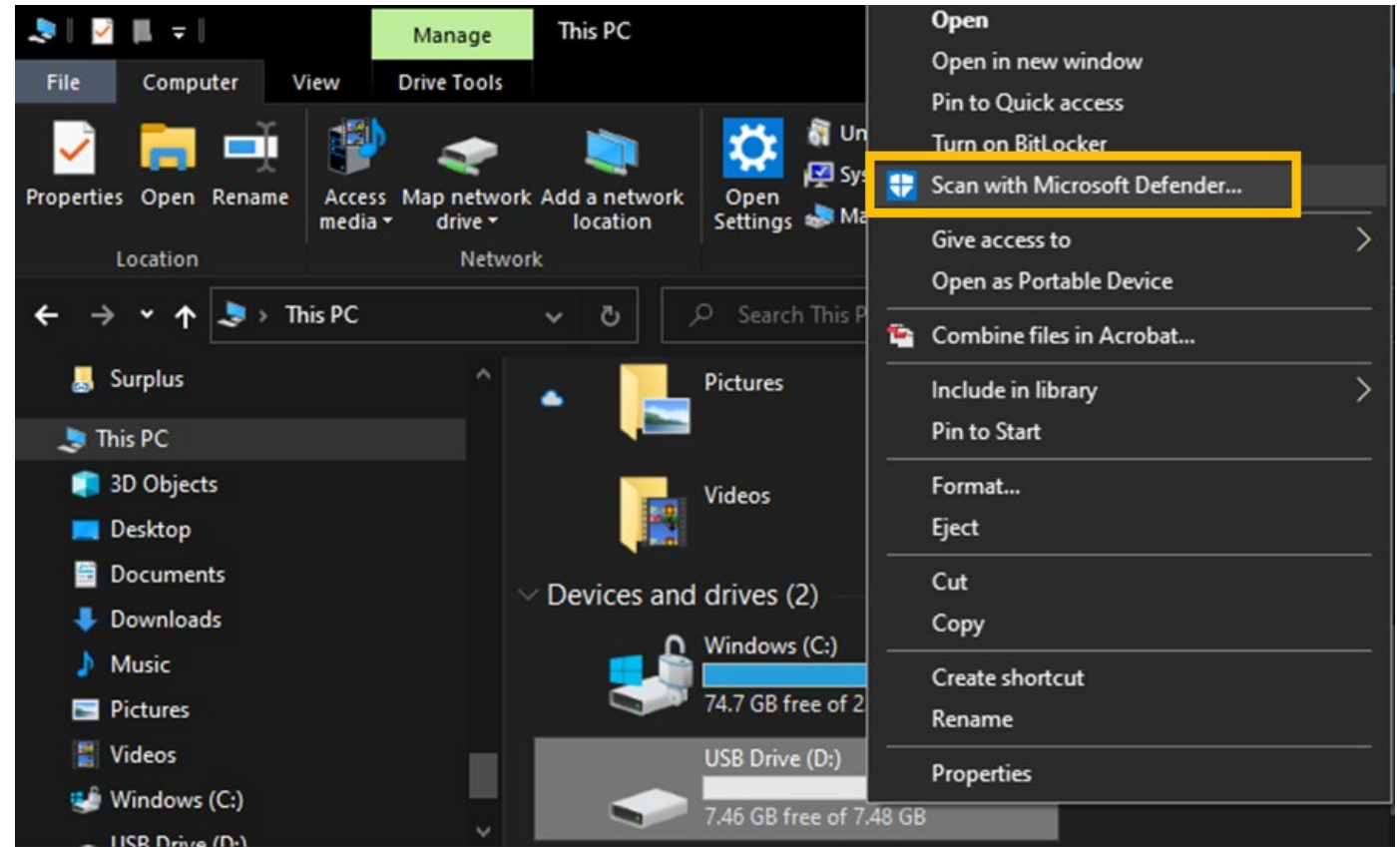
Do not keep files saved locally on core devices

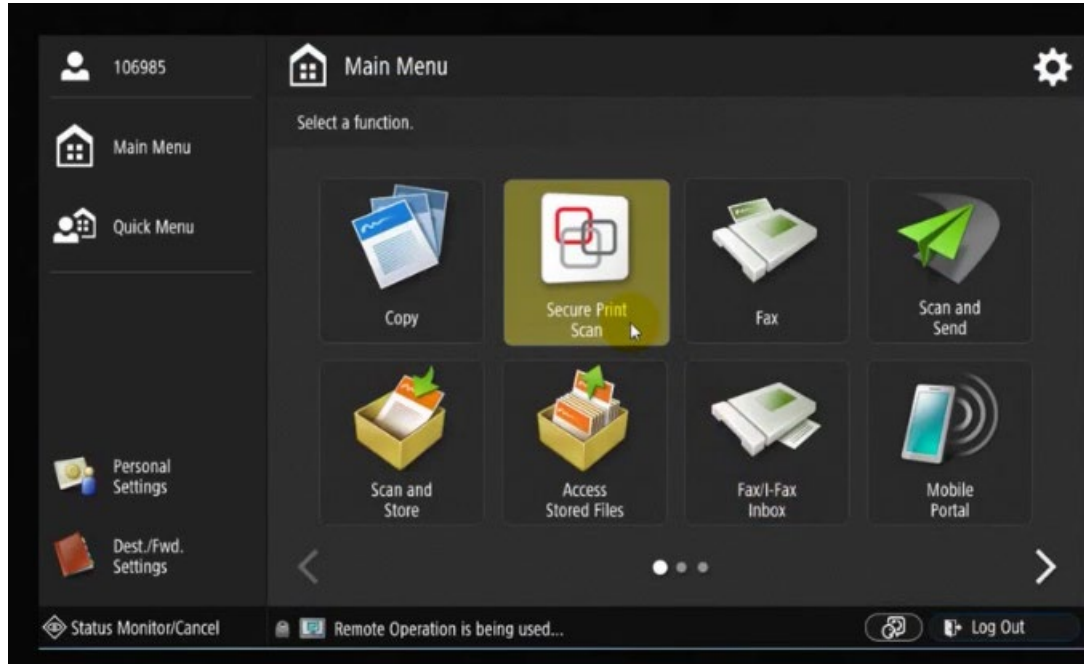
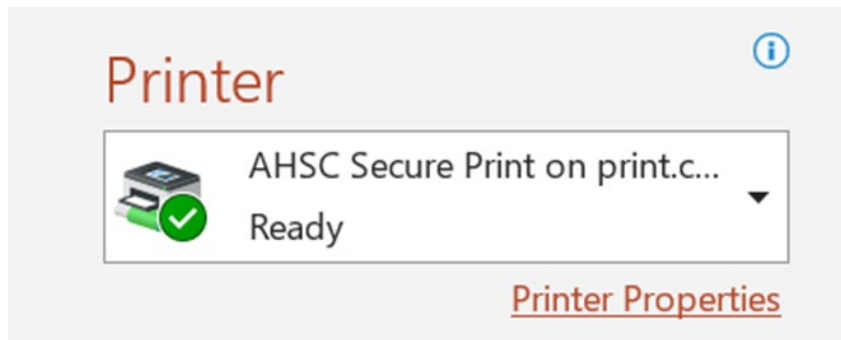
Non-networked core devices are cleared every 3 months! When full = no new data

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; 1st floor BMS; 3rd 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

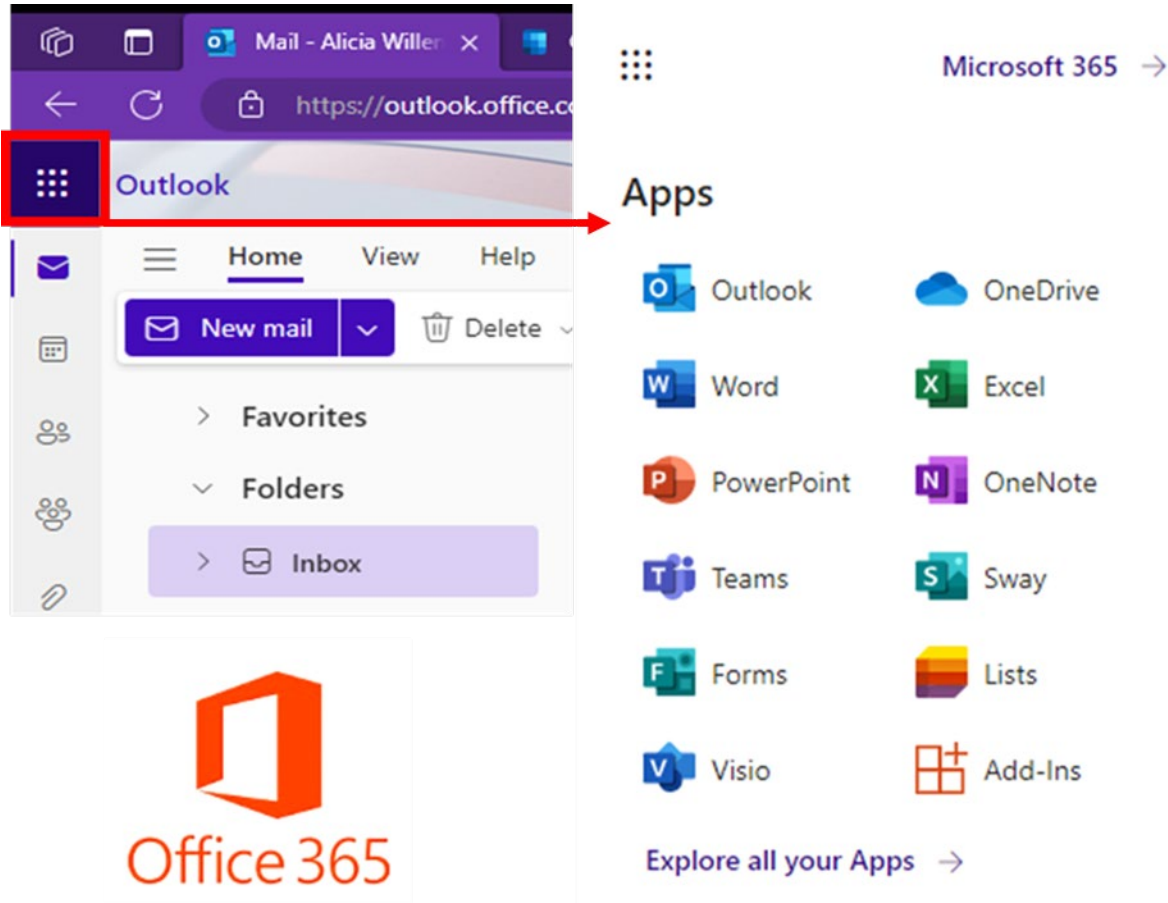
Select Print and Delete

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.

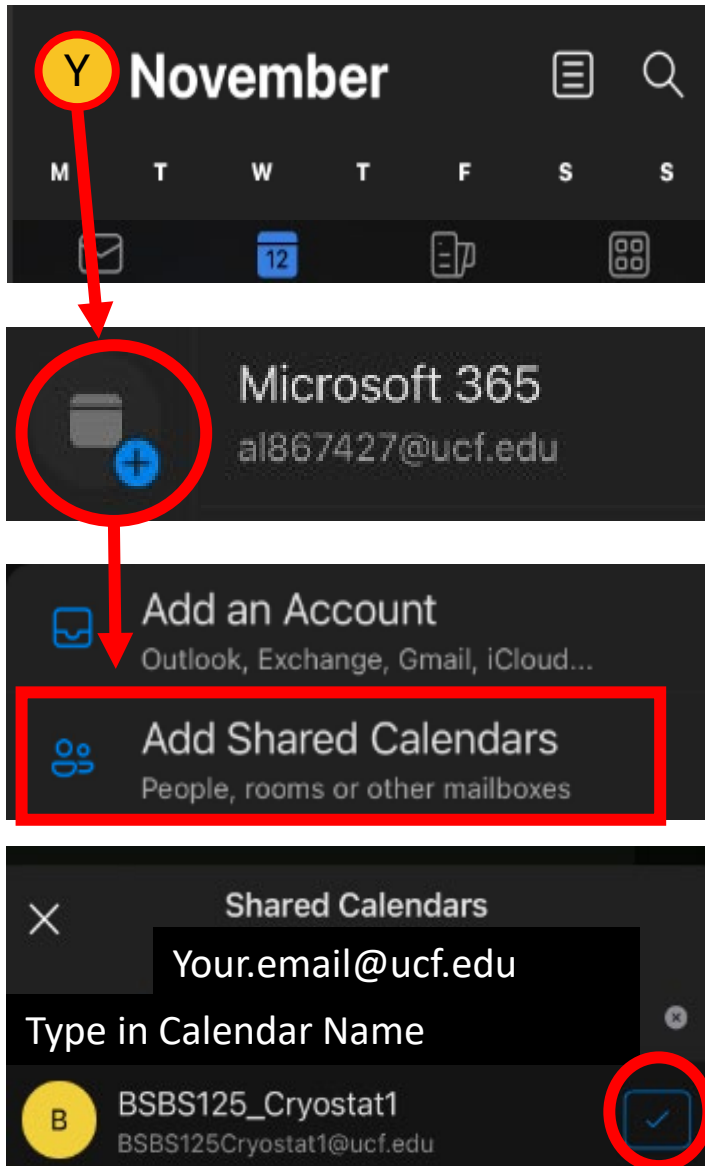
Lists of core equipment and their associated calendars are available in Excel sheet on Teams Core Equipment Page

The screenshot shows the Outlook web interface. In the left sidebar, the calendar icon is highlighted with a red box. Below it, the 'Add calendar' button is also highlighted with a red box. In the main area, the 'Add from directory' option is highlighted with a red box. A dropdown menu is open, showing the account 'Alicia.Willenberg@ucf.edu' selected, with this dropdown also highlighted by a red box. Below the dropdown, a list of search results is shown, with the first result 'BSBS125' highlighted by a red box. The results list includes several items with circular icons and text labels.

Calendars

Add a Core Equipment Calendar

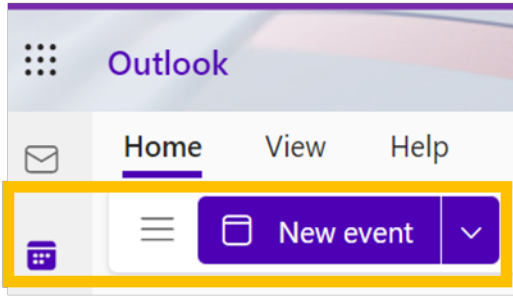
- Open Outlook on office365.ucf.edu
- Open Calendar
- Add Calendar
- Add from Directory
- Select your account (your.name@ucf.edu)
- Type in name of calendar
 - Example BSBS125, pools list
- Select calendar
- Add to People's Calendars
- Add
- Repeat for other calendars



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

New event - Calendar - Alicia.Willenberg@ucf.edu

Event | Scheduling Assistant

Response options | Busy | 15 minutes before | Categorize | Private | Scheduling poll | Viva Insights | Zo

Send | Calendar

Name - Lab

BSBS125_Embedder x Optional

Suggested times Preferences

Thu 02-23 11:30 AM - 2:00 PM Available: Everyone

Thu 02-23 2:00 PM - 4:30 PM Available: Everyone

Fri 02-24 8:00 AM - 10:30 AM Available: Everyone

2023-02-22 11:00 AM

2023-02-22 1:30 PM

Do not select All Day

Search for a room or location

15 minutes before

Teams meeting

9 AM

10 AM

11 AM 11:00 AM - 1:30 PM Everyone is available

12 PM

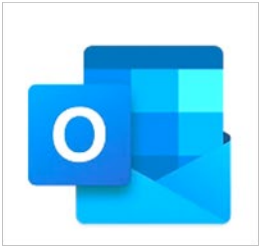
1 PM

2 PM

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

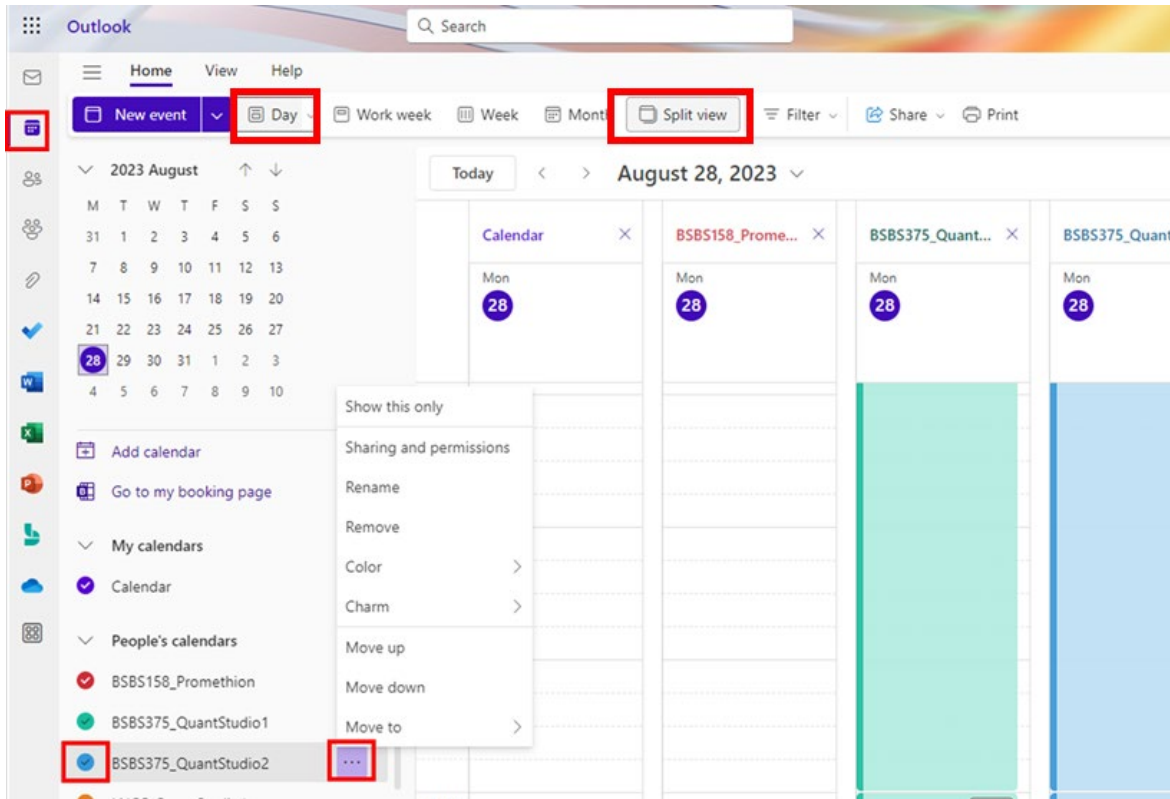
The screenshot shows the 'New Event' screen in the Outlook mobile app. Annotations include:

- A red box around the 'Name - Lab' field.
- A blue box around the 'BSBS125_Embedder' field.
- A red 'X' over the 'All Day' toggle.
- A purple box around the 'Date' and 'Time (EST)' fields, with a red arrow pointing to the 'All Day' toggle and the text 'Do not select "All Day"'. The date is 'Wed, Feb 22' and the time is '12:00 PM → 1:45 PM'.
- A purple box around the 'START' and 'END' time pickers.
- A green box around the time range '12:00 PM → 1:45 PM' and '1 hr, 45 min'.
- An orange box around the 'Send' button (a blue circle with a white plus sign).
- A yellow box around the checkmark button in the top right corner.
- A purple circle around the calendar icon in the top left corner.

Calendars

Book Core Equipment Calendar- Mobile

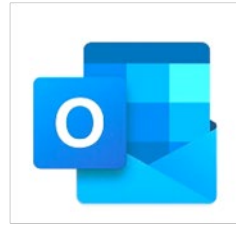
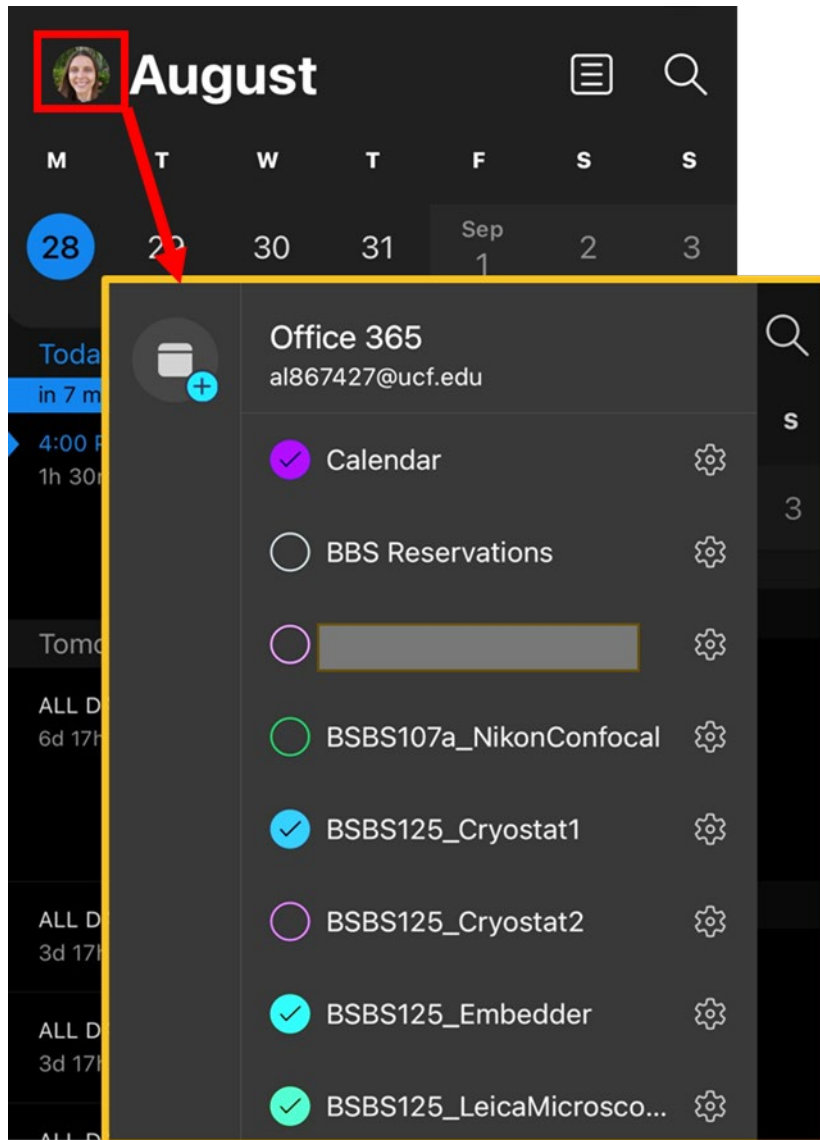
- Open Outlook mobile app on your device
- **Do not use any other calendar/mail app**
- Open Calendar
- Add New Event on your calendar
- Add a Title (name and lab)
- Invite the calendar and any other people
- Select Date and Time
 - Check availability- scheduling assistant is helpful
 - **Do not select "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



- 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

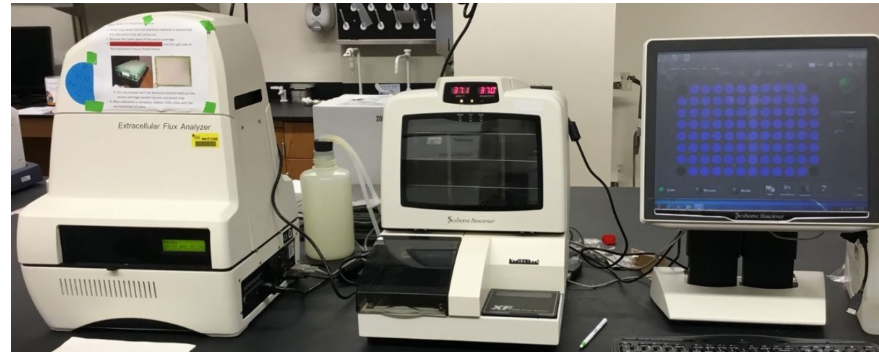
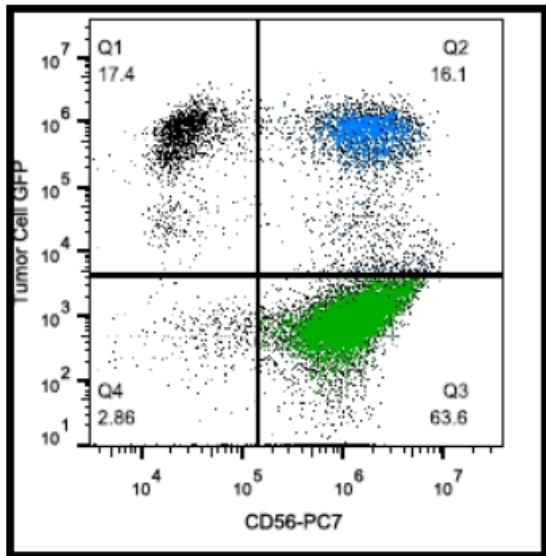
***Traka Note:** if key is checked out: Login, press “Look Up” and click the icon for that key to see who checked it out

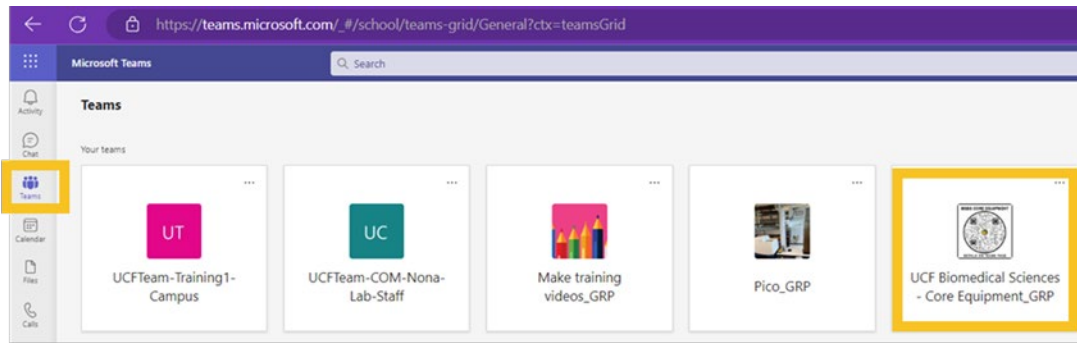
Using BSBS Core Equipment

Equipment overseen by the Copik Lab:

Contacts: Jeremiah.Oyer@ucf.edu and Eran: 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 –

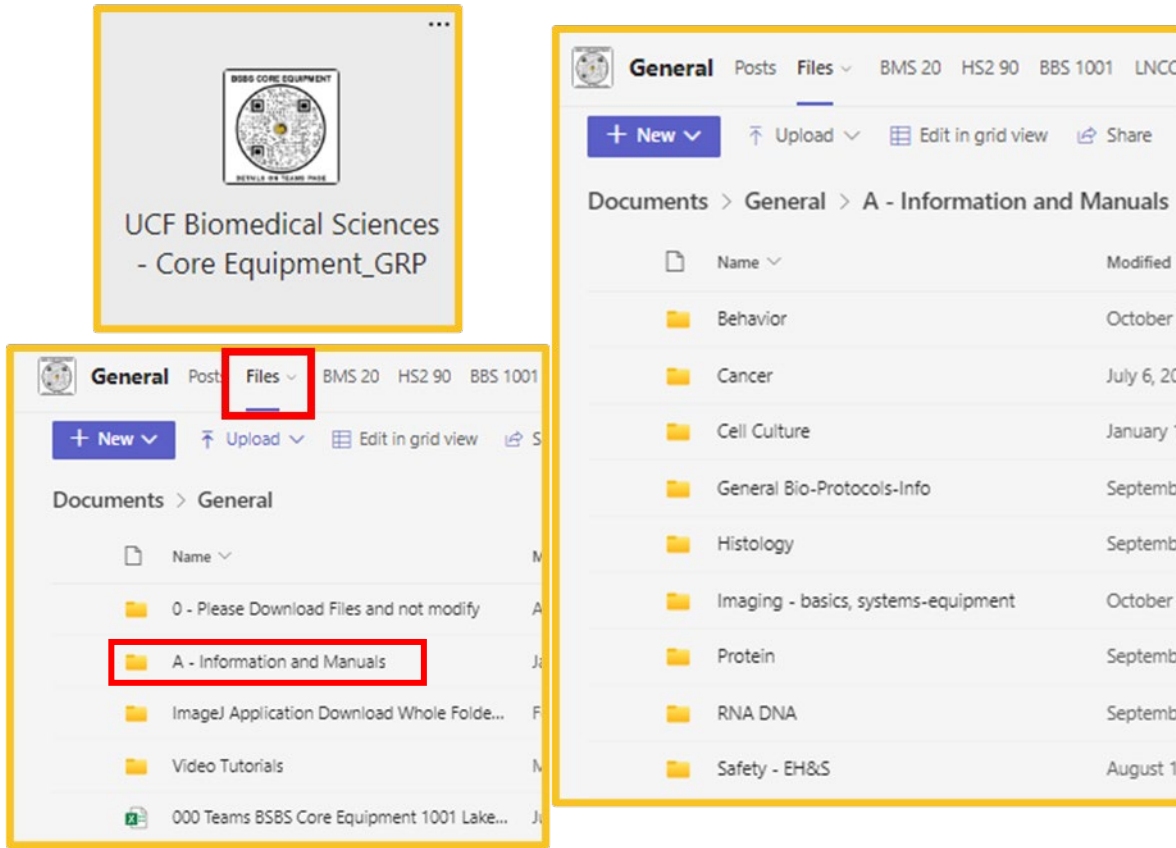
Compiled Excel List for all buildings saved to: Files:

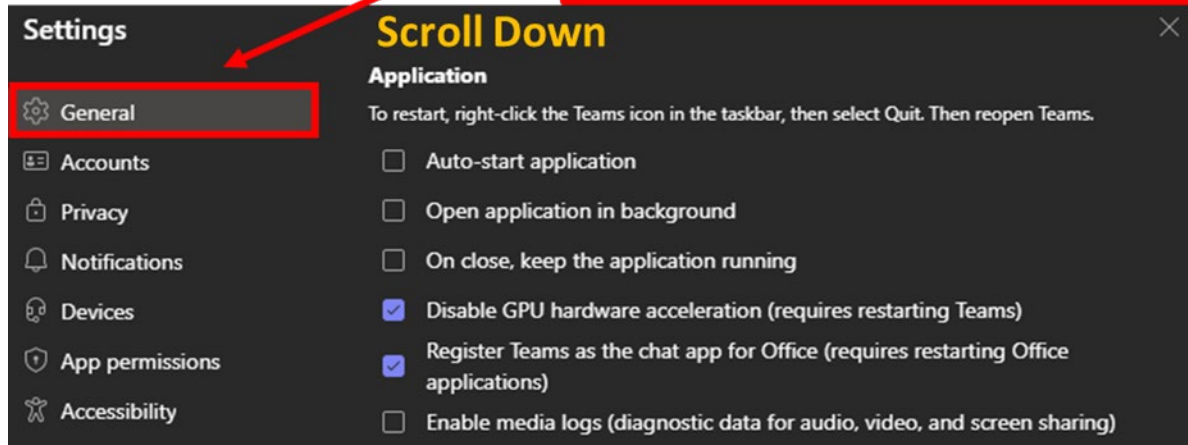
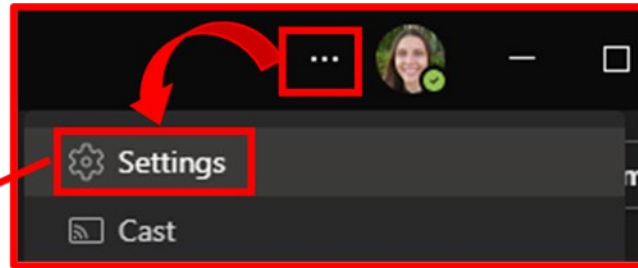
Files / Information

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

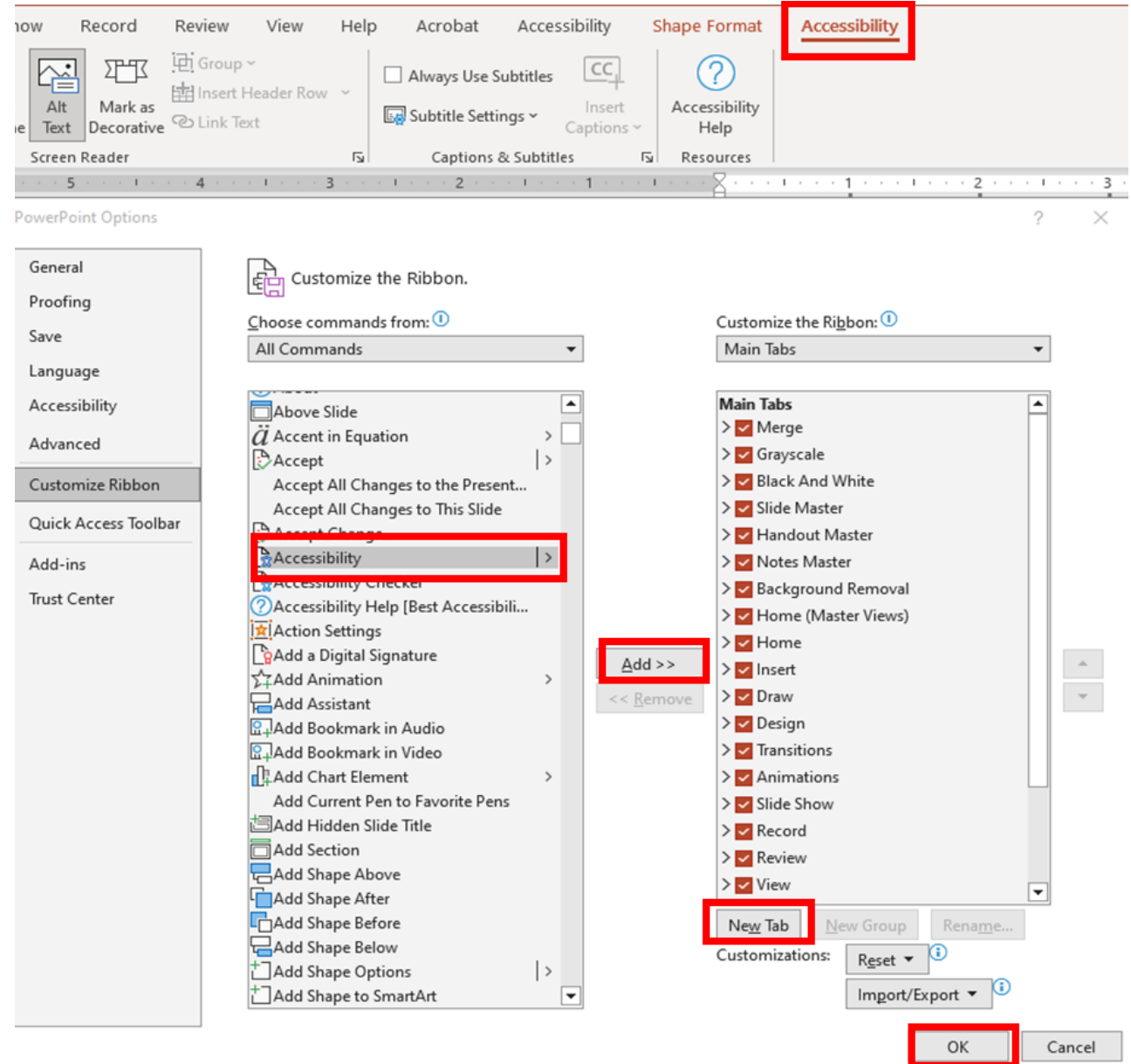
Select All Commands and find Accessibility

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

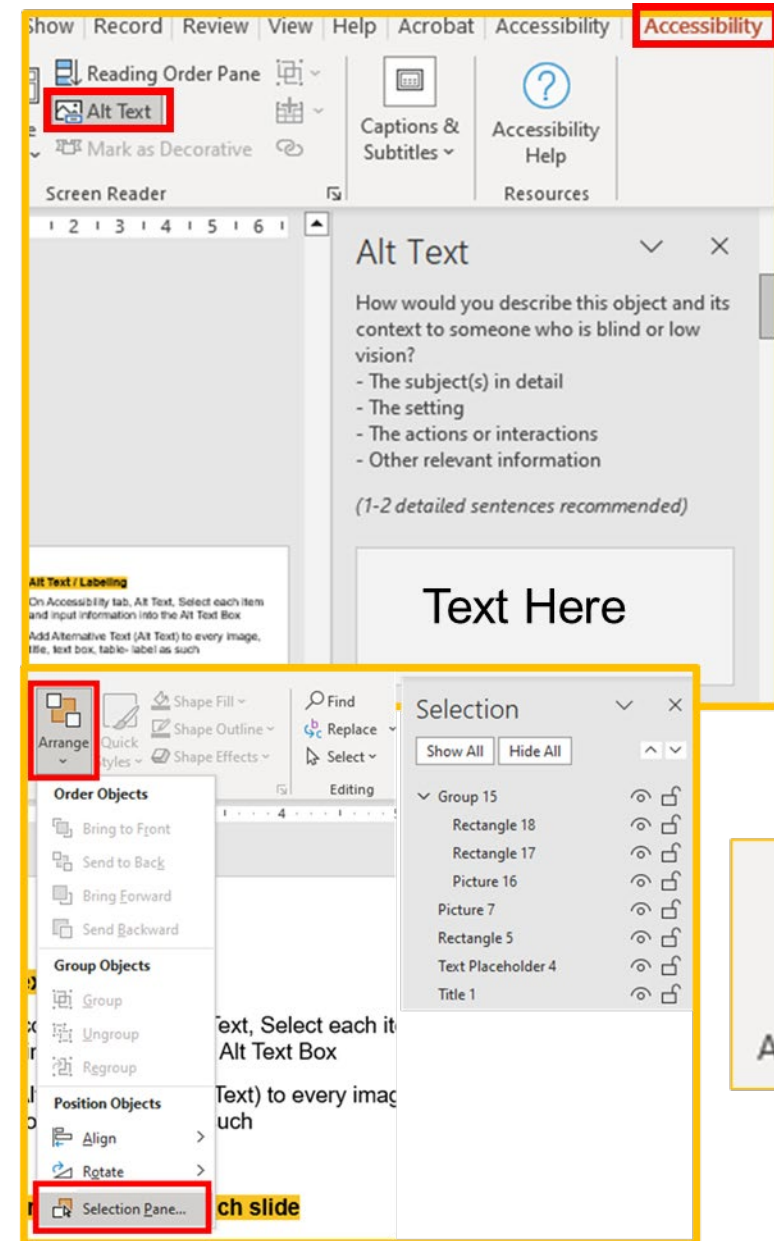
Reads from the bottom up and the last item will be in front

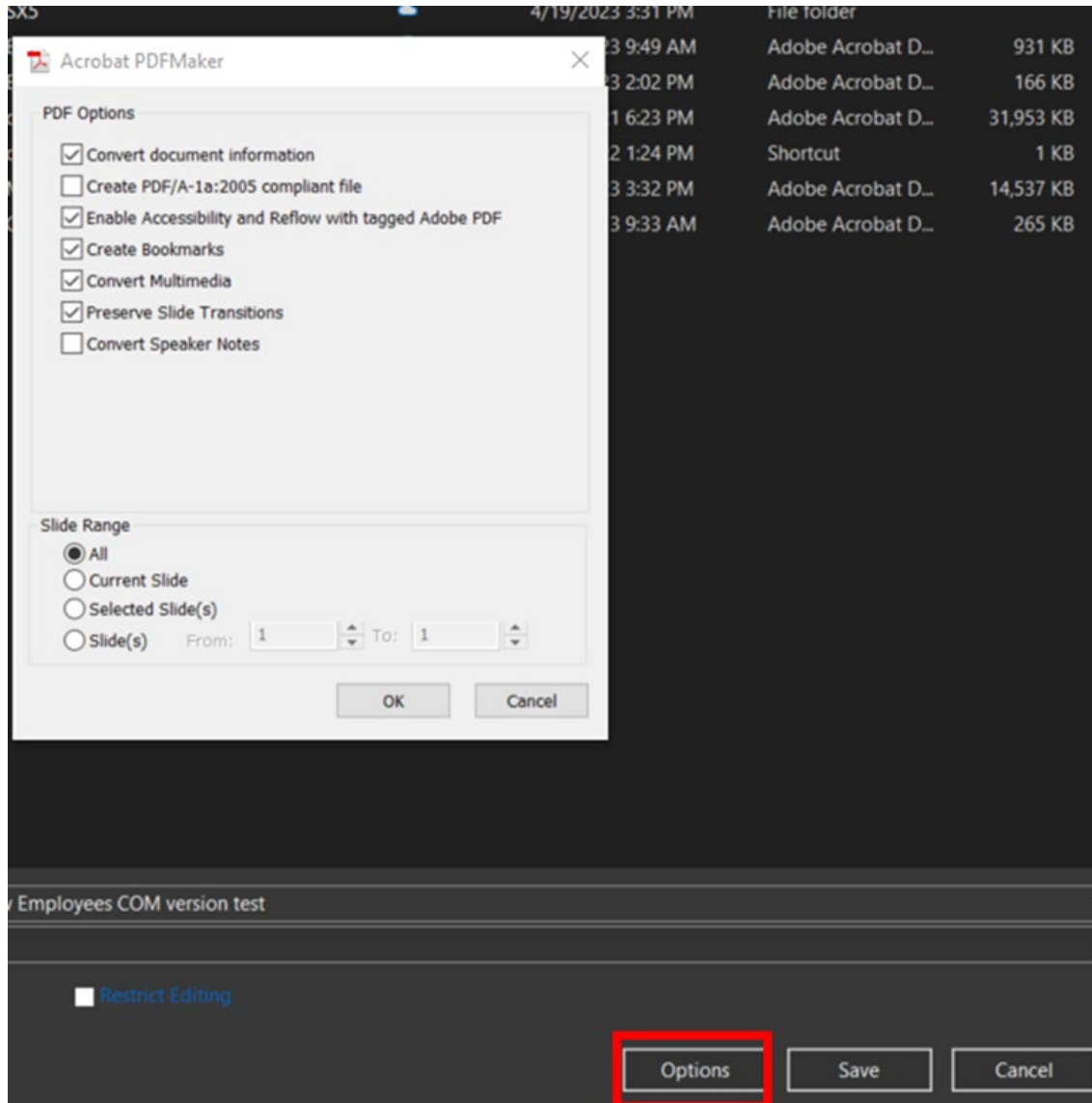
Check Accessibility

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



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Websites

Update, Modify or Add Content

Contacts:

Adriana.Christianson@ucf.edu for directory updates

Alicia.Willenberg@ucf.edu for all other inquiries

For comments about our basic layout/fonts/formatting,
please contact 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: 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](#)

No Back-In Parking for scanning of plates

All students and employees that park require a virtual parking permit

No student or employee is allowed to park in the visitor's spots = ticket

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)



P2 = Shuttle available to/from main campus: [Track the location of shuttle](#)



College of
Medicine

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



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

Resources and Contact Information

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, 1 and others; consider **Aptos** as shown in this document

Gotham Bold: i, l, L, 1; **Knockout x;** other standards ☹️ **Times New Roman:** i, l, L, 1; ☹️ **Arial:** i, 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

Resources and Contact Information

[Teams Core Equipment Page](#)

General Information

Book Conference Room, Traka Access
HSCWelcomeDesk@ucf.edu

Specific Information:

Equipment, Protocols, General Science, Other
Alicia.Willenberg@ucf.edu
Research Program Coordinator
Burnett School of Biomedical Sciences

Flow Cytometry, Cell Sorting, Confocal Microscopy:

Jeremiah.Oyer@ucf.edu Erandeni.PonceDeLeon@ucf.edu
Research Program Coordinator Laboratory Coordinator II
Burnett School of Biomedical Sciences

Thank you!

Please send comments to
improve this document to:
Alicia.Willenberg@ucf.edu