How to Get Training on Instruments at MRL

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Training is Arranged with MRL Staff

• Training *must* be done by an MRL staff member
  – You may not be trained to use an instrument by a member of your group
  – Both the non-staff trainer and the trainee will be suspended
  – This is to ensure consistent, thorough, and safe training without forming bad habits

• Generally one MRL staff member does most of the training for each instrument
Arranging for Training

1. Complete DRS training
   - Required before beginning work in a lab
   - Attend New MRL Researcher Orientation

2. Submit proposal or Change of Scope
   - Include the instruments you’re interested in using
   - Submit a Change of Scope to add new instruments

3. Request training
   - Most instruments use the “Request Training” button on the schedule
   - Some instruments require email or in-person consultation with staff to request training
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Change of Scope

http://cmmserv.mrl.illinois.edu/UIproposal/

If you have an existing user number, you can submit a Change of Scope to request new techniques for your existing project.
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3
   - Most instruments use the “Request Training” button on the schedule
   - Some instruments require email or in-person consultation with staff to request training
Requesting Training via the Schedule

1. Select the instrument you would like to be trained to use

2. Log in using your User # and password

3. Click “Request Training”

http://cmmserv.mrl.illinois.edu/
Requesting Training via Email

- Some instruments do not have "Request Training" available via the online schedule
  - The "Request Training" button brings up a pop-up box
- Email the staff member in charge of the instrument or see that staff member in person
  - The MRL website lists staff email addresses
  - Staff offices are listed on the directory in the front entrance to the MRL building
The Training Process

Pre-reading or orientation

- Some instruments require background reading before the first training session
- This makes the in-person training go faster

This step may be optional, depending on the instrument.
The Training Process

First in-person training
- Learn how to use the instrument
- Some instruments offer group training

Additional supervised practice
- Some instruments need several training sessions to become comfortable with their operation

Final in-person training
- Demonstrate safe and effective operation of the instrument

This step may be optional, depending on the instrument.
The Training Process

These steps may be optional, depending on the instrument.

- **Room access**
  - Ask how to get key/swipe card access for a particular instrument
  - Different instruments have different policies

- **Advanced training**
  - Advanced or special modes require additional training
Arranging for training

Step 1: Complete DRS training
- Required before beginning work in a lab
- Attend New MRL Researcher Orientation

Step 2: Request training
- “Request Training” button on schedule
- Some instruments have training requested directly with staff
- Include the instruments you’re interested in in your proposal or change of scope

(Some instruments) Pre-reading
- Pre-reading or reviewing other information to prepare you for the training
- This makes the in-person training go faster

The training process

Step 3: First in-person training
- Learn how to use the instrument

(Some instruments) Supervised practice
- Some instruments need multiple training sessions in order to master their operation

Step 4: Last in-person training
- Demonstrate safe and effective operation of the instrument
- Advanced or special modes on instruments require additional training