How to Do LSF-Specific Training on the MRL Compass Site
A guide for researchers in the MRL Laser and Spectroscopy Facility

Last update 1/27/15 -- KW
Log in to Compass

https://compass2g.illinois.edu
Sign up for the MRL training course

IF you have not yet completed the New MRL Researcher Orientation, THEN you must complete it before you can get access to LSF instruments. GOTO page 4.

IF you have been an MRL researcher for a long time (MRL ID < 8409), THEN you don’t need orientation, but you need to do one extra assignment. GOTO page 7.

IF you have already completed the New MRL Researcher Orientation, THEN GOTO page 10.

GOTO page 4 or 7 or 10
Sign up for the MRL orientation

1. Log in to https://compass2g.illinois.edu using your netID and AD password. This will take you to the home page “My Illinois Compass 2g.”

2. In the left bottom navigation pane marked Course Catalog, click the button “Browse Course Catalog” button.
3. Search for a course with name “Materials Research.” The results should show a course with Course ID=engr_mrl_train_118243 and name=TRAINING - Materials Research Lab Orientation.

4. Hover your mouse over the Course ID engr_mrl_train_118243, click the down arrow, and then select “Enroll.”

5. In the Self Enrollment page that shows next, click the Submit button.

GOTO page 6
Complete the MRL orientation

6. Complete the orientation for new MRL researchers.
   – This includes 1) DRS online general safety training, 2) a safety quiz, and 3) attendance at an in-person orientation session.
   – The in-person orientation session schedule is available at http://mrl.illinois.edu/sites/default/files/pdfs/mrl%20researcher%20orientation.pdf.
   – If you have questions about the orientation, please contact Kathy Walsh, kawalsh@illinois.edu, or Edward Chainani, echaina2@illinois.edu.

7. Proceed to page 10.
If your MRL ID < 8409:

Sign up for the MRL training course

1. Log in to https://compass2g.illinois.edu using your netID and AD password. This will take you to the home page “My Illinois Compass 2g.”

2. In the left bottom navigation pane marked **Course Catalog**, click the button “Browse Course Catalog” button.
3. Search for a course with name “Materials Research.” The results should show a course with Course ID=engr_mrl_train_118243 and name=TRAINING - Materials Research Lab Orientation.

4. Hover your mouse over the Course ID engr_mrl_train_118243, click the down arrow , and then select “Enroll.”

5. In the Self Enrollment page that shows next, click the Submit button.

If your MRL ID < 8409:

Sign up for the MRL training course
1. On the left links bar in the MRL Compass site, click “LSF Safety Training”

2. Complete all 3 tasks:
   a) LSF General Lab Safety Training (DRS online general and electrical safety training)
   b) LSF Safety Training (DRS laser safety training)
   c) Laser Safety Quiz (read and agree to follow instructions for the safe use of lasers in the LSF)
Go to the MRL training course

Log in to https://compass2g.illinois.edu
Course name is TRAINING – Materials Research Lab Orientation
1. On the left links bar in the MRL Compass site, click “LSF Safety Training”
2. Complete all 2 tasks:
   a) LSF Safety Training (DRS laser safety training)
   b) Laser Safety Quiz (read and agree to follow instructions for the safe use of lasers in the LSF)
Welcome to the MRL Laser and Spectroscopy Facility!

Your LSF Safety Training will be verified by LSF staff, and your laser safety training date will be entered into the MRL LSF schedule system.

- After the information has been entered into the schedule system, you will be able to Request Training by selecting the instrument on the LSF schedule page: [http://cmmserv.mrl.illinois.edu/laserschedule/login.asp](http://cmmserv.mrl.illinois.edu/laserschedule/login.asp)

You must renew the DRS Laser Safety training every year and provide a new certificate.

LSF staff contact information: [http://mrl.illinois.edu/facilities/laser-and-spectroscopy-facility/lsf-staff](http://mrl.illinois.edu/facilities/laser-and-spectroscopy-facility/lsf-staff)