On-Boarding/Off-Boarding a New/Retiring BSL Lab Manager

If you are a new lab manager, have your supervisor submit a request to the Moody College Help Desk [http://communication.utexas.edu/technology](http://communication.utexas.edu/technology) requesting:

- Add read access for new user (name) & EID to STACHE ([https://stache.utexas.edu/](https://stache.utexas.edu/)) entry titled “BSL Lab Manager Credentials”. This will allow you to check the BSL email account. Also have them advise if a previous lab managers have recently left so they can be removed from this entry.
- Add new user (name) & EID to the USHER Estoria group “Research-Admin”. This will allow you to see the USHER tool “Behavioral Science Lab Administration”. Also have them advise if a previous lab managers have recently left so they can be removed from this role.
- Add new user (name) & EID to the USHER Estoria group "RoomSchedulingAdmin". This will allow you to access the “Room Reservation Administration” functions in Usher.
- Add new user (name) & EID as USHER room owner for the BSL rooms. This will allow you to administer room reservation policies. Also have them advise if a previous lab managers have recently left so they can be removed from these entries.
- Then, have an existing BSL lab manager add your EID to USHER > Behavioral Science Lab Administration > Authorizations > Research-Group-BSLadmins. This will add you to a USER research group which means you'll see the USHER tool "Behavioral Science Lab" like your users.