

**Instructions to Grant a Person (Student/Post Doc) Off hours Building Access to  
NES, SCA, or BSF**

1. The direct supervisor needs to email Adrienne McCain, [amccain@cas.usf.edu](mailto:amccain@cas.usf.edu) with a list of the people who should be added to off-hours access indicating which buildings. Only the first and last name of the person (spelled correctly) and their status (graduate, undergraduate, postdoc) is needed.
2. An email from the direct supervisor is the only way the student/postdoc will be added. Stopping by or calling for access will not be accepted.

**Note:**

- Expect three business days after the request is emailed for building access to begin
- If your USF ID card is damaged in anyway, it will not work in the system. You must go to the USF ID card office to get a new one.
- Undergraduate students' access will expire after the current semester, unless otherwise requested.
- **If you have problems entering the building:**
  1. Make sure the request has been emailed and that three days have passed since the request.
  2. Go to the card ID office and get a new card.
  3. If you still have trouble then email Adrienne McCain [amccain@cas.usf.edu](mailto:amccain@cas.usf.edu) / Patricia Muisener: [muisener@cas.usf.edu](mailto:muisener@cas.usf.edu)

**Instructions to Grant a Person (student/post doc) Card Access  
to Interior Doors in NES**

1. For access to **NES 305C** (third floor corridor of the Organic Research Labs) **only Dr. Jung or Dr. Tuross** can request access by emailing Adrienne McCain the names of the people to add.
2. For access to **NES 402C** (fourth floor corridor of the Organic Research Labs) **only Dr. McLaughlin, Dr. Bisht or Dr. Gauthier** can request access by emailing Adrienne McCain the names of the people to add.
3. For access to **NES 406**, (the peptide/mass spec lab) **only Dr. Gauthier** can request access by emailing Adrienne McCain the names of the people to add.
4. For access to the teaching labs (**NES 234, 233 or 205C**), the direct supervisor should email Patricia Muisener.

**Note:** An email from the person noted above will be the only way to access the corresponding room. Only the first and last name of the person (spelled correctly) and their status: graduate, undergraduate, or postdoc) are needed. Stopping by or calling for access will not be accepted.

**Note:**

- Expect one business day after the request is emailed for your card to be active
- If your USF ID card is damaged in anyway, it will not work in the system. You must go to the USF ID card office to get a new one.
- Undergraduate students' access will expire after the current semester, unless otherwise requested.
- **If you have problems with your card:**
  1. Make sure the day has passed since the request.
  2. Go to the card ID office and get a new card.
  3. If you still have trouble then email Adrienne McCain [amccain@cas.usf.edu](mailto:amccain@cas.usf.edu) / Patricia Muisener: [muisener@cas.usf.edu](mailto:muisener@cas.usf.edu)