

# Yale *Environmental Health & Safety*

## Frequently Asked Questions for Minors and Visiting Undergraduates Participating in Research or Clinical Activities April 8, 2019

1. *Where is the application found?*  
Submit the application via EHS Integrator <https://ehsis.yale.edu/EHSIntegrator/Registration>.
2. *Can the Principal Investigator delegate someone else to submit the application on their behalf?*  
Yes. If you need access to EHS Integrator, please email your request to [ehs@yale.edu](mailto:ehs@yale.edu).
3. *Can different people complete different sections of the application?*  
Yes. Fill in as much information as you can, then save the application. You can open it and complete it later, or have someone else finish it and submit.
4. *Can multiple students be added on the same application?*  
Yes, but only if all of the students' start/end dates and all activities are the same.
5. *After the application is submitted, what are the next steps?*  
The PI, Supervisor and Submitter listed on the application will be notified through email explaining the next steps. In addition, you may open the application and click on the Outstanding Compliance/Issues tab to see any outstanding issues that need to be resolved.
6. *How is a NetID created for a new student?*  
Create a new Sponsored Identity at <https://sgi.its.yale.edu/sponsoredidentity/sponsoredIdentityCreate>. Select SI type "Minor Student Research/Clinical" or "Visiting Undergrad Research/Clinical". Complete the necessary information and submit. If you need assistance with creating a Sponsored Identity, contact the ITS Help Desk at 203-432-9000 or [helpdesk@yale.edu](mailto:helpdesk@yale.edu).
7. *Where does the student obtain the PIN to activate their NetID?*  
A PIN to activate the student's NetID will be sent to the SI Sponsor and SI Business Partner listed on the SI creation request. If you need assistance obtaining a PIN, contact the ITS Help Desk at 203-432-9000 or [helpdesk@yale.edu](mailto:helpdesk@yale.edu).
8. *Where does the student activate the NetID and create a password?*  
Once you obtain the PIN, instruct the student to visit <https://veritas.its.yale.edu/netid/ActivateNetID.do>. The student will need the activation PIN to complete the process.

9. *Can the student take training from a non-campus computer?*  
Yes. After they activate their NetID, the student should contact the ITS Help Desk at [helpdesk@yale.edu](mailto:helpdesk@yale.edu) or 203-432-9000 to obtain multi-factor authentication instructions.
10. *Where can outstanding training or compliance issues be viewed?*  
To see a list of outstanding compliance issues, click on the Outstanding Compliance/Issues tab in the application and then click on the following four tabs to see any outstanding issues that need to be resolved: Student Records, Survey, Principal Training, and Student Training.
11. *When should the student complete any required training?*  
The student must complete all required training prior to entering the lab, clinical, or work area. The EHS application will not be authorized until all required training is complete.
12. *Can the student see a list of their training requirements and where to complete them?*  
Yes. The student can log into TMS at <https://bmsweb.med.yale.edu/tms/tmspage> and click on “My Training Information” to see all requirements and links to the trainings.
13. *What happens when all training and compliance issues are resolved?*  
After all training and compliance issues are completed and the necessary reviews have been performed, the PI, Supervisor and Submitter of the application will be notified through email that the application has been authorized.
14. *How is the parental consent form processed for a minor student?*  
The sponsoring faculty member must obtain a signed parental consent form for all minors prior to allowing them to participate in any Yale affiliated research/clinical activities. In addition, the sponsoring faculty member or designee must upload a copy of the signed parental consent form as part of the application. Download the form here:  
<https://provost.yale.edu/sites/default/files/files/minor-parental-consent.pdf>.
15. *How do international students get a J-1 Visa?*  
Visit <http://oiss.yale.edu/immigration/other-visa-options/j-1-student-intern>. When applying through OISS, you should attach a copy of the “pending email” from EHS confirming VSR status has been requested. Attach the automated email from the minor/visitor application to the J-1 application. Please contact OISS at 203 432-2305 for help with international students.
16. *Where are the University policies on minors and visiting undergraduates?*  
<http://provost.yale.edu/policies/minors-participating-research-or-clinical-activities>  
<http://provost.yale.edu/policies/visiting-undergraduates-participating-research-or-clinical-activities>
17. *Is there a Help Guide?*  
Yes. Visit [Help Guide](#).
18. *Is there additional help available?*  
Yes. Please call EHS at 203-785-3550 or email [ehs@yale.edu](mailto:ehs@yale.edu).