COVID-19 Announcement: Visiting Undergraduates Participating in Research or Clinical Activities

**Visiting Undergraduate Participating in Research or Clinical Activities**

During the COVID-19 reduction of the on-campus workforce, visiting undergraduates are not permitted to be on campus. However, visiting undergraduates who are currently enrolled in an accredited degree-granting institution are permitted to participate from a non-Yale location ("work remotely") under the mentorship of a Yale faculty member.

**New Registration**

To register a visiting undergraduate, go to EHS Integrator and log in via Yale CAS: [https://ehsis.yale.edu/EHSIntegrator/Registration](https://ehsis.yale.edu/EHSIntegrator/Registration). If you are not on the Yale Network or Yale Secure Wi-Fi, you must first begin a VPN secure connection (via Cisco Any Connect). Contact the ITS Help Desk (available 24/7) at helpdesk@yale.edu or 203-432-9000 for help with VPN.

To create a new registration, click on “Visiting Undergrad (18+)” in the righthand column under “Lab Safety.” A registration can be created/edited by the Principal Investigator, the PI’s Integrator Contacts (PI Contact), and department Lead Administrator/Operations Manager (Business Contact).

**Open Registration**

Once you create a new registration, it will remain in “Open” status (edit mode) until you complete all required fields and “Submit to EHS” at the end. Be sure to review all fields before submission because once you submit to EHS, you are no longer able to make any edits.

1) **Visitor Program**: identify the Responsible Supervisor. The Responsible Supervisor must be either the Principal Investigator or a trained laboratory member who will be directly supervising the visiting undergraduate for the duration of their remote internship.
2) **Questionnaire**: answer questions about the activities the visiting undergraduate will be participating in. These answers will determine required trainings and required departmental approvers.
3) **Overview**: choose the anticipated start and end dates.
4) **Procedures**: provide details regarding the educational outcome, proposed activities, and supervisory plan.
5) **Visitor(s)**: add the visiting undergraduate(s) to the registration. Multiple students can be added to the same registration if they have the same start/end dates and activities. Click on “Add Visitors” to search Yale’s personnel database. If the student already has a person record, click on “Select” next to their name to add them to the registration. If the student does not have a person record, click on “Person Not Found, Create New” to
launch a Sponsored Identity request via system-to-system integration. Complete all fields and be sure to check for spelling.

6) **Education**: click on “Edit Education” to identify the student’s academic institution, degree upon completion (must be Bachelor’s degree or international equivalent), and major area of study.

7) **Report**: review and print a report with all questions and answers, if desired.

8) **Submit to EHS**: submit registration to EHS. This tab will provide warnings if there are any fields that were left blank. Once the registration is submitted, it cannot be edited.

### Pending Registration

After the registration is submitted in Integrator, it is assigned “Pending” status. The Principal Investigator, PI Contact, and Business Contact can review outstanding issues by clicking the “View” button, then clicking on the “Outstanding Compliance/Issues” tab. Email notifications are sent on a weekly basis with a summary of outstanding issues.

### New Functionality: Net ID and Network Access

Once the registration is submitted, Integrator will create a Sponsored Identity request for your Lead Administrator/Operations Manager to approve. Sponsored Identity will send the Lead Administrator/Operations Manager an email with instructions on how to approve in Sponsored Identity.

Integrator will email the visiting undergraduate their Net ID, PIN instructions, and information on how to set up DUO multi-factor authentication.

### Authorized Registration

Once the registration is authorized by EHS, the visiting undergraduate is permitted to participate in remote activities. If any changes are made to the activities, submit an amended registration and notify your EHS Safety Advisor immediately.

The registration status will change to “Closed” once it reaches the anticipated end date. At that time, Integrator will create a Sponsored Identity request to deactivate the visiting student’s Net ID. Once the registration is closed, the visiting undergraduate is no longer allowed to participate in any activities.

### More Information

For access questions, contact the ITS Help Desk at helpdesk@yale.edu or 203-432-9000

For the latest Yale University COVID-19 announcements, visit: https://covid19.yale.edu

For further questions about EHS Integrator, contact ehsintegrator@yale.edu