

## Help Guide: Register Visiting Undergraduates Participating in Research or Clinical Activities

### Visiting Undergraduate Participating in Research or Clinical Activities

Undergraduate students 18 years of age or older who are currently enrolled in an accredited degree-granting institution other than Yale may enter a laboratory or clinic as part of a Yale University-approved education program or individual education mentorship with a Yale faculty member. Refer to the [Visiting Undergraduates Participating in Research or Clinical Activities](#) for more information.

### New Registration

Log in via Yale CAS: [EHS Integrator registration](#)

To create a new registration, click on “Visiting Undergrad (18+)” in the righthand column under “Lab Safety.”

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](mailto:helpdesk@yale.edu) or 203-432-9000 for help with VPN.

### Open Registration

Once you create a new registration, it will remain in “Open” status (edit mode) until you complete all required fields and click “Submit to EHS” at the end. The registration has multiple sections/tabs as follows:

- 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) Area(s)/Lab(s): identify the building and room where the activity will take place.
- 3) Questionnaire: answer questions about the activities the visiting undergraduate will be participating in. These answers will determine required trainings and required departmental approvers.
- 4) Overview: choose the anticipated start and end dates.
- 5) Procedures: provide details regarding the educational outcome, proposed activities, and supervisory plan.
- 6) Visiting Undergrad: add the visiting undergraduate to the registration. Only one student can be added to the registration. Click on “Add from Full Person List” 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.

- 7) 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.
- 8) Report: review and print a report with all questions and answers, if desired.
- 9) 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 student 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 student is permitted to enter laboratory/clinic spaces and perform activities described in the registration. If any changes are made to the locations and/or activities, submit an amended registration and notify your EHS Safety Advisor immediately.

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

## More Information

### [Frequently Asked Questions](#)

For further assistance, contact EHS at [ehsintegrator@yale.edu](mailto:ehsintegrator@yale.edu)