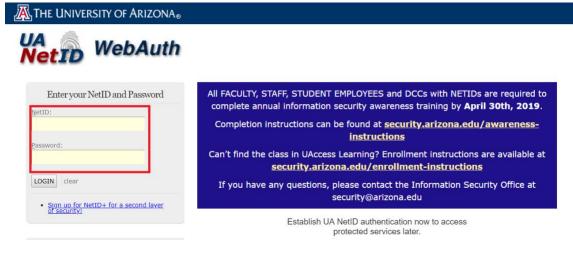
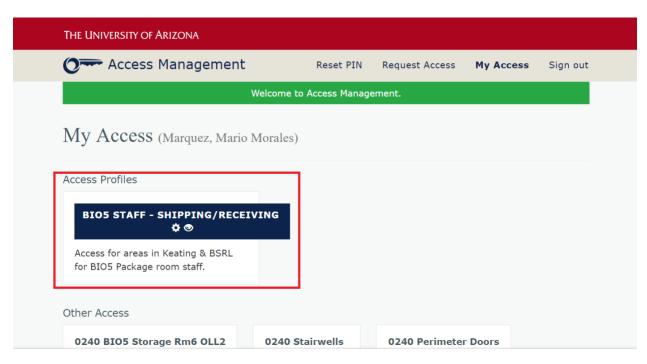


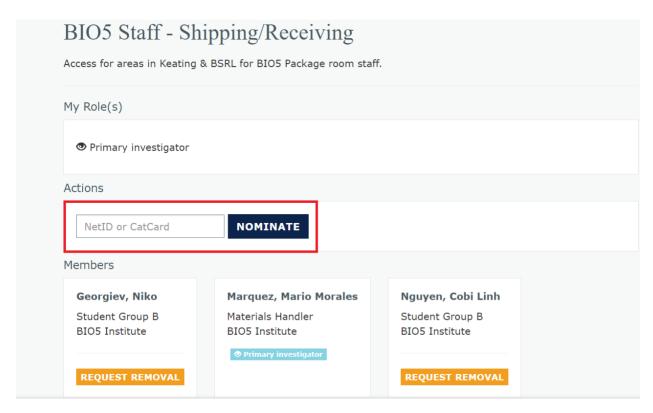
Upon entering the new access.bio5.org, simply click on "Start Now" to begin.



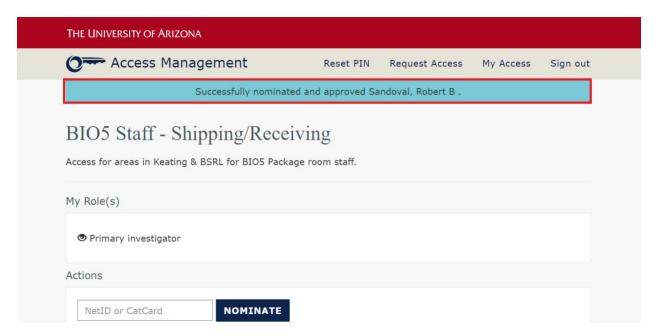
Log in using your NetID and Password.



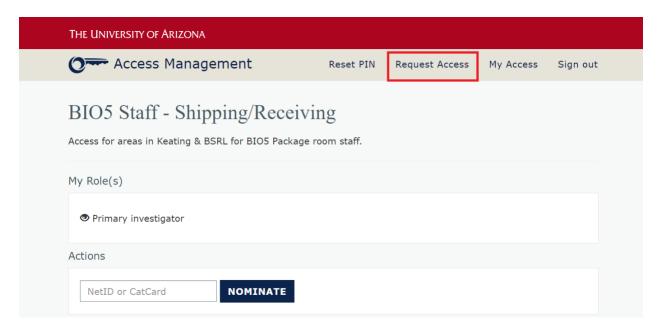
You'll then be brought to a page displaying your current Access Profiles and additional access levels below. Click on an Access Profile to continue.



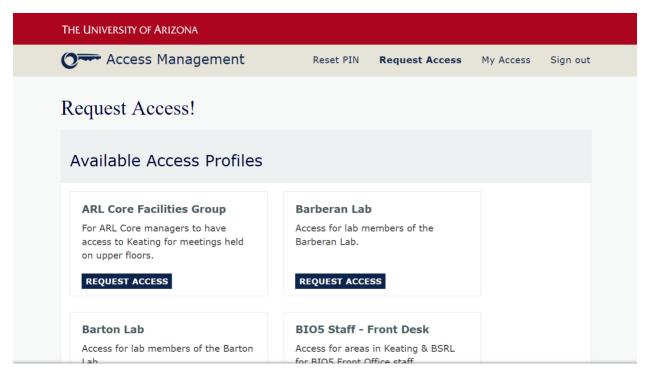
You should now be able to see what role you have in the selected Access Profile along with other members of that profile below. In order to nominate someone to this specific profile, you simply need to enter either their NetID or CatCard in the field and click Nominate.



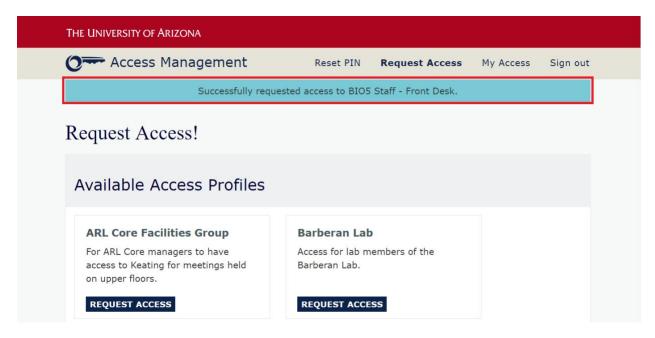
After nominating someone, you should see a blue box appear at the top of the page confirming the action.



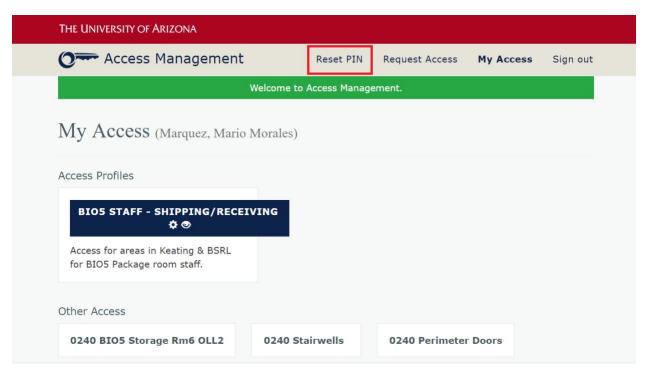
To request access to another Access Profile, click on the "Request Access" tab at the top of the page.



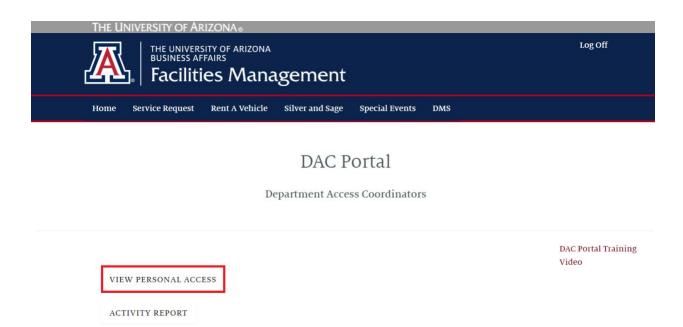
From here, all Access Profiles will be displayed. Simply click on the Request Access button for the profile you need and await approval from the PI of that group.



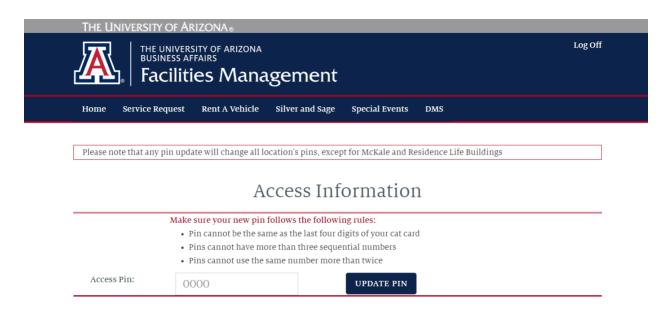
After requesting access for any of the listed profiles, you should the same blue box appear at the top of the screen confirming the action.



If a change to your PIN is needed, click on the tab at the top of the page that will take you to the Facilities Management site.



From here, you will click on "View Personal Access"



Simply enter your desired PIN into the Access Pin field and click on "Update PIN"