

Student – Mentor Checklist Student Mentor:

#	Action	Status	Notes
1	If RSICC software is required for project, have student request RSICC once position is accepted		
2	Establish office location		
3	Complete mentor orientation		
4	Establish dates to be at ORNL (vacation?; ORNL holidays)		Start End
5	Establish contact info		Student address Email
6	ORNL receive transcript		
7	Locate computer and have transported to student's office		Have computer loaded with XP, Office Professional, and other programs needed
8	Fill out Personnel Access System (PAS) so that student can get through the gate		
9	Once the student/faculty reports, mentor completes the on-line Training Matrix for student		https://train.ornl.gov/ITRM/itrmdev-tool/ITRM-form.cfm
10	Request access to ORNL ADP resources		https://ucams.ornl.gov/ucams/information/forms/ornlcontact.html
11	Obtain a UCAMS password and associated computer account.		https://ucams.ornl.gov/ucams/information/forms/ornlcontact.html
12	Begin training at site described in Notes.		http://train.ornl.gov/wbt/SAT/welcome.htm Scroll down to Non-Employee General Orientation
13	Complete ORNL Site Access		http://train.ornl.gov/wbt/SAT/welcome.htm
14	Inform student of the services available from NSTD People Systems:		http://home.ornl.gov/divisions/nuclear_science_technology/hr/hr.htm

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15	Once UID has been issued, student completes Cyber Security Awareness training		http://train.ornl.gov/scripts-30/infotr.cfm?InModid=090592&CN=NO
	Mentor Contact		
	NSTD Student/Faculty Contact		Anne Holder Phone: 241-4943 Fax: 574-6796 Email: holderac@ornl.gov
	ORISE contact		<p>(SULI, PST, CCI, HERE, FaST, NESLS) Cheryl Brummett-Brown Oak Ridge Institute for Science and Education ORNL/Bldg. 5100, MS 6173 PO Box 2008 Oak Ridge, TN 37831-6173 Phone: (865) 241-3824 Fax: (865) 574-4528 E-Mail: Cheryl.Brummett-Brown@orau.org</p> <p>Pat Pressley (NRC, HBCU) Phone: (865) 576-3409 Fax: (865) 241-5220 Email: presslep@orau.gov</p> <p>Sam Held (LSTPD, SECME) Phone: (865) 576-8223 Fax: (865) 241-5219 Email: helds@orau.gov</p>

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**Student Mentor:
Checklist for Minors (student under 18 years of age)**

1. Complete the Guest Appointment Authorization (GAA).
2. Write a detailed description of the research project that the student will be complete over the appointment period. E-mail this to Cheryl Brummett-Brown at Cheryl.Brummett-Brown@ornl.gov.
3. Have your division's Radiation Protection Officer complete a Rad Survey Letter and provide ORISE a copy. Fax a copy of the letter to 574-4528.
4. Complete the Personnel Access System (PAS).
5. Post State of Tennessee and the U.S. Department of Labor Child Labor Laws should be posted on a bulletin board in the work area where the student will be located. Although, the student is not considered an employee of DOE, ORNL, ORAU, ORISE, or any other office or organization, we suggest you use these laws as guidelines in order to ensure the safety of the underage student.

ORISE will handle all the other documents for the underage student.