Instructions for getting a lab coat from UCSF

- As of Oct 18 2017, instructions for obtaining a lab coat were explained at:
  https://ehs.ucsf.edu/ppe-fitting-appointments

- Additional information on the PPE program, including an FAQ section, can be found at:
  https://ehs.ucsf.edu/personal-protective-equipment-ppe-program

Steps:
1. Ask the Safety Officer to add you to the lab's roster through RIO.
2. Complete any assigned safety training.
3. Login to your UCSF MyAccess Portal at https://myaccess.ucsf.edu
4. Select the link for LHAT.
   a. If the link is not showing, check to be sure there are no "Filters" on that hide any of the MyAccess applications – there should be a "Clear Filter" link if this is the case.
5. Once in LHAT, you should see the header "Lab Groups I Belong To". Underneath it should show that you're a member of the Kortemme Lab
   a. If you do not see the Kortemme Lab listed, your safety officer hasn't added you through RIO yet.
6. Complete LHAT training on the LHAT portal.
7. Also in LHAT, you should see the header "How to Obtain PPE". Contact the email listed there to request a PPE Fitting Appointment.
8. Print out the PPE voucher from LHAT (this voucher should have become available after you finished the LHAT training in Step 6)
9. Bring the following items to your PPE appointment:
   a. Voucher
   b. Photo ID
   c. If you wear them, prescription glasses.