



ENROLMENT, E-MAIL ACCOUNT, LABSAFE

## Enrolment

Continuing students will receive an e-mail from Student Registry during the Easter term each year inviting you to enrol and provide information for the next academic year. The University requires you to register for each academic year that your period of tuition covers. The academic year begins on 3rd October and if you are in a tuition period that continues beyond 3rd October you must register via on-line enrolment in June/early July of that year. You will be sent further details by the student enrolment team in the Easter term.

### Durham E-mail for new starters

- (a) Log on to the e-mail system at the first opportunity to check that your registration has been successful and that you can be reached by a University e-mail address. Send your first e-mail to [chemistry.reception@durham.ac.uk](mailto:chemistry.reception@durham.ac.uk), the Chemistry reception office. You will be sent a response during office hours at the first opportunity.

**Your campus card** functions as swipe access to department printers and gives access to the Library.

### Registering on *Labsafe* for Purchasing

- (a) You will need to create an account using the following link: [Labsafe](#)

<https://durham.labsafe.org/oslims/gui/chemicals/index.xhtmll>

Further information on how to do so can be found at:

(b) You will need to join your supervisor's group and once you have done this, your supervisor will be sent an email where they can accept your request. When you have a funding account linked you will then be able to use your account. If you have any problems then please inform [chemistry.finance@durham.ac.uk](mailto:chemistry.finance@durham.ac.uk).

At the bottom left of the home page, you will find a link from "feature and usage". This will take you to relevant support material to help you navigate the system.

(c) Please note that you will need to transfer any chemical purchases, within one week of purchase, to a storage location within the system. Your supervisor will be able to assist you with this so please ask them for help if required. Alternatively, if you require any further support then inform [chemistry.finance@durham.ac.uk](mailto:chemistry.finance@durham.ac.uk) for assistance. If chemicals are not transferred within one week, your account will be locked from further purchasing.

#### PERMISSION TO START WORK

*As soon as you have registered and completed the Departmental [risk assessment process and been formally approved](#) you will be qualified to begin work in the Department.*

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#### Labsafe@Durham

[durham.labsafe.org](http://durham.labsafe.org)

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