

<p>Purpose</p>	<p>This service is used to onboard new users to the Research & Prototype Foundry (RPF) and establish their access, training, and project setup within SydneyFMS. The Onboarding Request ensures that all mandatory inductions, WHS requirements, project approvals, and facility prerequisites are completed before a user begins work in RPF-managed laboratories and cleanroom environments.</p> <p>Submitting this request formally initiates your entry into the Facility and allows the RPF team to verify your training status, link you to the correct supervisor and project, and prepare your account for tool training, bookings, and facility access.</p>
When Users Should Use This Service	
<p>Use this service when you are a new or returning user who needs to be onboarded into the Research & Prototype Foundry (RPF) before starting any work in RPF-managed laboratories or cleanroom spaces.</p> <p>You should submit an Onboarding Request when:</p> <ul style="list-style-type: none"> • You are joining RPF for the first time and require access to tools, laboratories, or fabrication services. • You have an approved project and need your SydneyFMS account linked to your supervisor and project. • You are progressing through the RPF Induction and Pre-Onboarding Checklist and are ready for administrative onboarding to begin. • You have completed all required WHS and facility training. • You are returning to the Facility after a long absence and need your access, training records, or project associations reactivated. <p>This request can be submitted in parallel with completing your RPF Induction requirements.</p>	
Workflow	
<p>Step 1 — User Prepares Requirements</p> <p>The user completes the Pre-Onboarding Checklist, including:</p> <ul style="list-style-type: none"> • Mandatory WHS training • Sydney Nanoscience Hub (SNH) Induction • Chemical Safety – Module 1 (if applicable) • Chemical Safety – Module 2 (if applicable) • Chemical Safety Assessment (if applicable) <p>Step 2 — User Submits the Onboarding Request</p> <p>From the SydneyFMS Dashboard: Order a Service or Consumables → Onboarding Request</p> <p>The user selects the service and submits the request once all prerequisites—mandatory WHS training, facility inductions, and relevant safety modules—have been met.</p> <p>Step 3 — Facility Manager Verification</p> <p>The Facility Manager reviews the submission and verifies:</p> <ul style="list-style-type: none"> • Mandatory WHS training completion • Sydney Nanoscience Hub (SNH) Induction • Chemical Safety training modules (if applicable) • Chemical Safety Assessment (if applicable) <p>Step 4 — Facility Manager Actions and Notifications</p> <p>Once the request is validated and approved, the Facility Manager:</p> <ul style="list-style-type: none"> • Links the user to approved project(s) • Assigns the user to the relevant cost centres and billing groups • Confirms training pathways (if required) • Notifies relevant Process Engineers (if tool training is required) 	

- Activates or updates the user profile in SydneyFMS and tags it as Onboarding_Complete
- Ensures the user receives an automated notification confirming that their request has been approved and is being processed

Step 5 — Other Workflow and Next Steps

After Onboarding is complete, the user must:

- Complete and submit the RPF Induction Request (if not already completed)
- Complete all tool/process training and certification required for their project
- Submit a Facility Access Request to obtain swipe access and booking rights