

Proximity Access Permission

Capstone Team # _____

Contact Name _____

Email _____

Team Member Names:	BYU ID	Phone	Email
Coach:			

Write additional team members on back of sheet.

1. All team members must complete the following training modules on BYU Workday before Proximity Access can be given.

- Go to <https://www.myworkday.com/byu/learning/discover>
- Click "Browse Learning Content"
- Search and complete the following training modules:
 - Basic Safety Fire Extinguishers **** If you have already taken these but they do not show as completed or have a score of at least 90% on your transcript (see step 2), you will need to redo them. ****
 - Prototyping Lab Safety Training
 - Compressed Air Gun Safety
- Click on **Start Course** for each course, then select **Launch Content**
- **Retake trainings if the score is less than 90%**

2. Print a transcript of your completed Training courses:

- Go to <https://www.myworkday.com/byu/learning/mylearning>
- Under "View Your Learning History" click on "View Learning Transcript"
- Scroll to the bottom of the page. Under "Learning History" click on "Name" > "Value" and select the three trainings and then filter.
- Click the Chart  button on the top right of the block.
- Screenshot and print out the graph. Make sure it displays: **1) Your name 2) Safety training name 3) Your score**

3. Each team member brings the printed transcript to the Capstone office (344 EB) and picks up a pair of safety glasses.

4. One team member clips each team member's transcript to this form & brings them to the ME office (350 EB) for verification:

I have verified completion of required online training for all team members. _____
ME Department Secretary *Date*

5. Take this form to final training as a team in the PRL 136 EB between 8-10 am, M-F. To arrange a different time, call Dave Laws 801-422-2628 or 801-319-5054 (cell).

- Our team needs an assigned workspace/lab space in EB 126 or 136 _____
- Our team needs a locker (located in the Clyde Bldg.) to store project items _____

I have conducted the final safety training with each member of this team. _____
Lab Supervisor *Date*

Access to rooms: _____

6. One team member takes this form with attached transcripts to the Capstone Office (344 EB).

