



Longwood Laboratory Personnel Identification (ID) Process

This handout explains how laboratory staff working in the Harvard Longwood area obtain a permanent Harvard Identification (ID) card and access required Environmental Health & Safety (EH&S) training within the EH&S Training Management System (TMS). Temporary Harvard ID cards may also be issued by the Longwood ID Office but cannot be used for TMS. These temporary Harvard ID cards **will not** have your permanent Harvard ID **number** on them.

1. Obtain a Harvard ID Number

If you are a Harvard faculty appointment, a staff member, or a student and just do not know your Harvard ID **number**, ensure that you have submitted all paperwork required for a permanent Harvard ID **number** to your local Human Resources (HR) representative or Registrar (for students) so they provide you with your Harvard ID **number**. You will then need to obtain a **Harvard PIN** (<http://www.pin.harvard.edu/>).

If you work in lab in a Harvard building (affiliates, tenants), apply at the Longwood ID Office for a Harvard Special ID **number**. You will then need to obtain a **Harvard PIN** (<http://www.pin.harvard.edu/>).

*(Note: If you are **not** a Harvard faculty appointment, a staff member, or a student or **do not** have a Harvard Special ID, then **obtain an XID** (https://xid.harvard.edu/xid-apps/ss_menu.jsp). Do not obtain an XID if you are eligible for and will eventually be issued a permanent Harvard ID or Special ID. Please contact your local HR office or supervisory staff, as some departments have established internal processes for obtaining XIDs and these processes need to be followed.)*


2. Check that you have been entered into a lab roster in TMS

Once you have a permanent Harvard ID number or a Harvard Special ID (or an XID only if you are not a Harvard faculty appointment, a staff member or a student), ask your Principal Investigator (PI) or designee to add you to her/his laboratory roster and assign the appropriate EH&S training requirements.

3. Log into TMS to take the EH&S training required by your PI

Once your PI or designee has added you to the TMS roster for your lab, you will receive an email from TMS indicating that you are registered in the system. This email will provide instructions on how to log into TMS and start your EH&S training.



Alternately, you can directly access TMS by clicking on the icon  at <http://www.ehs.harvard.edu/training>.

If you haven't been added to a TMS roster, but attempt to log into TMS, you will receive the message, "your account has not been configured to use this application". Please contact your PI or designee to confirm that you have been added to a TMS roster.

4. Get your permanent Harvard ID card at the Longwood ID Office

The Longwood ID Office will check the status of your required EH&S training and then issue your permanent Harvard ID **card**.

For more information, view the EH&S Training page at: <http://www.ehs.harvard.edu/training>.

If you have any more questions, please contact the Longwood EH&S Office at 617-432-1720 or the Longwood ID Office at 617-432-0389.