

MakerSpace Registration and Tool Access Process (8/26/2019)

Anyone who wishes to use the MakerSpace for any purpose must complete the first four steps, below.

1. New user follows the link for “Basic Training” and completes presentation and **online safety quiz**
2. New user fills out and signs a **waiver form**, returns it to Ninja who files in “Completed Waiver” envelope
3. Ninja issues a white **RFID card** to the new user
4. New user follows link to “**Registration**” which captures name, email, Splash Card and RFID numbers.

	Presentation	Widget
Basic Training	http://bit.ly/MakerSpaceBasicTraining	none
Registration	http://bit.ly/MakerSpaceRegistration	none
Digital1	http://bit.ly/MakerSpaceDigital1	https://makerspace.tulane.edu/index.php/Digital-1_Training
Digital2	http://bit.ly/MakerSpaceDigital2	https://makerspace.tulane.edu/index.php/Digital-2_Training
Electronics	http://bit.ly/MakerSpaceElectronics	None required, online training only
CNC Lathe	http://bit.ly/MakerSpaceCNC-Lathe	https://makerspace.tulane.edu/index.php/CNC_Lathe_Training
CNC Lathe CAM	http://bit.ly/MakerSpaceLatheCNC-CAM	http://makerspace.tulane.edu/index.php/Lathe_CAM_Training
CNC Mill	http://bit.ly/MakerSpaceCNC-Mill	https://makerspace.tulane.edu/index.php/CNC_Mill_Training
Metal-1	http://bit.ly/MakerSpaceMetal1	https://makerspace.tulane.edu/index.php/Metal-1_Training
Metal-2	http://bit.ly/MakerSpaceMetal2	http://bit.ly/MakerSpaceMetal2-plans
Wood-1	http://bit.ly/MakerSpaceWood1	https://makerspace.tulane.edu/index.php/Wood-1_Training
Wood-2	http://bit.ly/MakerSpaceWood2	https://makerspace.tulane.edu/index.php/File:Wood_2_widget_n

After this registration process, users are encouraged to earn tool privileges. Most will initially opt for the Digital-1 badge, which allows independent use of the filament 3d printers and laser cutters during regular operating hours. Earning each badge is a two-step process:

1. The user views the online presentation, and passes the quiz
2. The user contacts a training Ninja and schedules a time to build a “widget” while supervised by the training Ninja.

Once the widget is completed to the training Ninja’s satisfaction, (s)he e-mails makerspace@tulane.edu with the name of the user who completed training and a photo of the user holding the widget. The RFID card access database will be updated to allow the user to access his or her new tool privileges.

The Ninjas conduct the hands-on (Widget) portion of training **on request**. Except for Digital-1, this is typically in the evening and on weekends.

CNC Lathe	Kaleb (kbranch1), Dylan (dlucia1), Afsheen (asajjadi)
CNC Lathe w/ CAM	Dylan (dlucia1), Afsheen (asajjadi)
CNC Mill:	Kaleb (kbranch1), Dylan (dlucia1), Afsheen (asajjadi)
Digital 1	Any Ninja*
Digital 2	Kaleb (kbranch1), Dylan (dlucia1), Marco (mmirnic), Victoria (vrose)
Metal 1	Kaleb (kbranch1), Dylan (dlucia1)
Metal 2	Kaleb (kbranch1), Dylan (dlucia1)
Wood 1	Kaleb (kbranch1), Dylan (dlucia1), Marco (mmirnic), Cole (cgriesho), Kyra (krubinstein@tulane.edu)
Wood 2	John Sullivan (jts), Cedric Walker (cfw)

Users are encouraged to contact a training Ninja and reserve a time slot for Widget-making in advance.

* No reservation required. Digital-1 widgets can be made at any time during regular operating hours.