

# Access to the Biooptics for non CCB resident MUI scientists

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1. Inform the biooptics manager about your need to enter the facility during non office hours.
2. Get your personal employee card from the personnel department, Bürgerstraße 2, 3. Stock, A6020 Innsbruck, [personal@i-med.ac.at](mailto:personal@i-med.ac.at) (71081); you can also contact Mrs. Zaklina Stanojevic (71090). They will take a photo and issue a white employee card immediately. You can also submit a suitable photo via email.
3. Allow 2-3 working days for the data to be entered into all systems.
4. Inform the biooptics manager via Email that you have received your card.
5. The biooptics manager will inform the secretary in charge to clear you for entering the facility. Your card is not required for this step.
6. ACTIVATE your card:
  - a. Main entrance of CCB (Innrain).
  - b. Side entrance of CCB (right side).

Put your card to the card reader (outside)-take the one closer to the building for both entrances. Blue flushing light indicates data transfer, green light completion of the process. You should now be able to enter the biooptics.
7. Repeat step 6 whenever entering the building since the software is permanently being changed....
8. This procedure is possible for all scientists with a valid work contract at the MUI !!!!