

## New Lab Members To Do & Helpful Software Info

- Get a tour of the lab and ask Kerry for keys.
  - They are very strict about locking the doors of Fordham between 4:45-5:00pm, so if you'll be out of the lab at that time please take your keys or you will be locked out!
- Get your ONYEN set up (email and log in for all campus-related things)
  - <https://its.unc.edu/onyen-services/>
- Ask Frank to add you to the lab listserv – write down you email address and hand it to him
- Map the Conlon Lab Server to your computer – this is meant for large datasets and long term storage of important documents
  - Windows: \\ConlonLab.bio.unc.edu\ConlonLab
  - macOS: smb://ConlonLab.bio.unc.edu/ConlonLab
  - If you are on a Mac or a non Onyen authenticated computer ( personal ) you will need to use ad\your Onyen as your username
- Map the Biology Conlon Lab Server to your computer (this is different from the separate Conlon lab server from above)
  - Windows: \\ad.unc.edu\bio\ConlonLab
  - macOS: smb://ad.unc.edu/bio/ConlonLab
  - If you are on a Mac or a non Onyen authenticated computer ( personal ) you will need to use ad\your Onyen as your username
- Put in a biology help request asking to be added to the Conlon Lab Biology server (server where we store data, share files, etc.) and the gel imager on the 3<sup>rd</sup> floor of Fordham
  - Go to bio.unc.edu website → click on the “I Am” tab → click on Faculty/Staff → click on IT Support → click on submit a Help request → click on the “Report an Issue” button and follow the instructions
- We have 2 useful lab databases – one for antibodies and one for plasmids
  - Currently they are located on the Conlon Lab Server in Kerry's folder
- Safety Training: <https://ehs.cloudapps.unc.edu/EHS/>
  - Login using ONYEN
  - Complete required trainings and make sure you are in compliance
  - Required trainings include:
    - General Lab Environment Training
    - Formaldehyde

- Bloodborne pathogens
  - BSL2
- Get your UNC OneCard from the OneCard office at UNC Student Stores on South Road, 3<sup>rd</sup> floor (must have Onyen first)
- Get your Med School badge from the badge office
  - First fill out the badge request form, then send it to Kerry along with a passport-like photo of yourself. Your badge will be delivered to the department in approximately 2 weeks
  - <https://www.med.unc.edu/planning/wp-content/uploads/sites/713/2021/09/SOM-Badge-Request-Form-2021-September.pdf>
- For mouse work: Kerry will add you to the animal protocol and help you with training
  - Take the necessary online training for certification:
    - Lab Worker Form
    - IACUC Orientation
    - DCM Orientation
    - Animal Handler Form
    - Research Profile
  - Sign up for the mouse cage density lecture
    - <https://apps2.research.unc.edu/events/index.cfm?event=events.pgfFrontPage>
    - Search for cage density lecture
  - Complete animal facility building tour and get badge access to these buildings
  - Email Tom Ross to schedule a tour at [tbross@email.unc.edu](mailto:tbross@email.unc.edu)
- Link to the lab printer using the IP address 152.2.66.15
  - Dell C2660dn Color Laser Printer
- Login to lab gmail:
  - [4conlonlab@gmail.com](mailto:4conlonlab@gmail.com)
  - See Kerry for the password
  - Lab calendar, ordering information etc. in this drive
- Request access to Adobe Creative Cloud (Photoshop, Illustrator, etc.) for free through UNC
  - <https://software.sites.unc.edu/adobe/#get>
- Get free Microsoft Office (for students, nominal fee for staff)
  - Check this link to see if you can download/purchase for staff

- <https://software.sites.unc.edu/software/microsoft-products/>
- Download the Cisco Virtual Private Network to access the Biology Conlon Lab server from home (Optional)
  - Click on the link below and then click on the link that reads “Setting up the Cisco AnyConnect VPN Client”
  - Choose the correct platform for your computer
  - <https://www.med.unc.edu/it/guide/off-campus-access/>
- Reserve Biology Department rooms:
  - This is now done through Microsoft Outlook - either ask Kerry to do it for you or have her show you how to book a room
- Two programs that you will eventually need are GraphPad Prism for statistical analyses and EndNote for manuscript preparations. If you would like these, let Kerry know and she will order them for you.
  - <https://software.sites.unc.edu/software/>
- For additional software needs, see what’s available on the UNC Virtual Lab
  - <https://virtuallab.unc.edu/vpn/index.html>
- If you’re analyzing proteomic data, download the latest free version of Scaffold
  - <https://www.proteomesoftware.com/>
  - We also have a paid version of this software on one of the lab computers but the free version can do most of what you need
- UNC has site licenses to many helpful bioinformatics software applications. These all require an onyen log in to register.
  - <https://bioinformatics.unc.edu/software/>
    - SnapGene is a great tool to analyze Sanger sequencing data and also generate plasmid maps
    - If you’re analyzing RNAseq data, request a UNC license to access the Ingenuity PathwayAnalysis – advanced but intuitive to use, point-and-click software to assess ontological terms in sequencing data that takes into account fold-change numbers, which most online GO term programs don’t do; also has advanced diagram making tools to identify upstream regulators and downstream effectors; basically GO terms on steroids, really cool and really informative and you should use it
  - <https://digitalinsights.qiagen.com/products-overview/discovery-insights-portfolio/analysis-and-visualization/qiagen-ipa/>
- Some cool helpful FREE online software:

- o Morpheus: makes heat maps from excel sheets, hierarchical clustering of datasets
  - <https://software.broadinstitute.org/morpheus/>
- o Venn diagram maker: very fast way to compare what is similar or different between two lists, and export the results to excel
  - <http://bioinformatics.psb.ugent.be/webtools/Venn/>
- Unrelated to software, if you're interested in hearing about the additional training opportunities at UNC (job seminars/fairs, business, writing and other career training and classes, networking lunches, career and resume help, etc.) join the UNC Training Initiatives in Biological and Biomedical Sciences (TIBBS) listserv. There is an entire office of people solely dedicated to helping you achieve your career goals and land your dream job!
  - o <http://tibbs.unc.edu>
  - o Email Beka Layton at [rlayton@med.unc.edu](mailto:rlayton@med.unc.edu) to join.