

**Check list for new CNLD members**  
updated 4 September 2014

**Important information for CNLD members:** go to [chaos.utexas.edu](http://chaos.utexas.edu) and click on right-hand pull-down menu “Members”

**CNLD Appointment:** see CNLD Administrator, Olga Vera, RLM 14.222, [olgavera@chaos.utexas.edu](mailto:olgavera@chaos.utexas.edu), phone 512-471-4839  
Appointment starting/ending date and tuition support (if applicable)  
UT benefits (health insurance for yourself, spouse and family; orientation)  
UT ID  
lab keys  
office and desk assignment and door sign

**Email account on chaos.utexas.edu:** See Olga Vera

**Make a homepage with your picture:** Contact Olga to take the picture and check your chaos email for instructions on how to access your homepage. Also look at “How to update personal pages” on the “Members” page at [chaos.utexas.edu](http://chaos.utexas.edu)

**Computer related issues:** see the IT committee member who represents your group.  
Felix Bosowsky (Prof Florin)  
Likun Zhang (Prof Swinney)  
Emanuel Lissek (Prof Florin)  
Jamie Gardner (Prof Raizen)  
Frank Male (Prof Marder)  
Chris Rodesney (Prof Gordon)  
(If they cannot fix the issue contact Nathan below)

**Computer & email:** IT Administrator Nathan Plummer, [IT@chaos.utexas.edu](mailto:IT@chaos.utexas.edu)  
Nathan’s office hours are Mondays & Thursdays, 3-6pm, in RLM 14.225

**Lab safety training** (required to work in a lab):  
Take the required online training and talk to your advisor.  
<http://www.utexas.edu/safety/ehs/train/requirements.html>

**Weekly NLD Seminar:** Mondays at 1pm in RLM 11.204—an invited speaker (seminar meets during fall & spring semesters) <http://chaos.utexas.edu/talks>

**Weekly Group Meetings:** Wednesdays at 1pm in RLM 11.204—a member of the CNLD group talks about his/her research (group meetings are held during fall & spring semesters)  
<http://chaos.utexas.edu/talks/nonlinear-dynamics-group-meetings>

**Purchasing:** see Olga Vera, CNLD Administrator RLM  
Procard  
Purchase orders  
Items over \$5k must be bid – see Olga Vera

**Travel:** First time travelers must see Olga for profile setup to use Concur. All UT travel must be made through Concur. Consult with your advisor and then submit an online (see the CNLD Members page) Request for Travel Authorization (RTA) at least 2 weeks before any travel. No reimbursement can be made without an RTA. By UT rules, an RTA must be submitted even for travel that will not be reimbursed.

**Research web pages:** each member should write a research description for the CNLD web pages. See chaos.utexas.edu for examples and contact the IT person in your group and your advisor to get help.

**Postdocs:** within the first 30 days of your appointment, select either the ORP or the TRS retirement benefit option (see Prof Swinney)

**International CNLD members:** see Olga Vera regarding

- visa
- I-94 number + passport +
- DS-2019 form for traveling **with signature valid through the date of re-entry!**
- 9 credit hours

**Open Machine shop:** Jack Clifford RLM 3.206

**Refrigerator cleaning schedule:** Olga Vera

**Relax:**

Crown & Anchor <http://crownandanchorpub.com/>

Spiderhouse <http://spiderhousecafe.com>

**GROUP SPECIFIC:**

accounts for servers/wiki

email (group assignment)

homepage entry

get a harddrive

maintenance schedule for instrumentation