Welcome to WHOI

Getting Started

Before you Arrive

☐Confirm Start Date with Advisor and Education Coordinator

Communicate and discuss start date with advisor(s) and education coordinator

☐ Confirm Start Date and Schedule Check-in Session

with Lea Fraser (lfraser@whoi.edu)

If the COVID-19 restrictions prevent an in-person check-in session, a pre-recorded check-session will be provided.

☐ Obtain your WHOI Email Account, VPN, and DUO Passwords

You have all received your WHOI account credentials. Please set up and check that your credentials are working as soon as possible so we have time to troubleshoot any issues prior to your start date. You may call or email the Help Desk at 508-289-2439 or helpdesk@whoi.edu for assistance. Two Factor Authentication is required to access WHOI resources remotely. The first time you attempt to login to a resource, you will be asked to set up DUO. Follow the on-screen instructions. Use your email username and password to access WHOI web-based (LDAP) restricted areas. Use your VPN account to access the wireless network.

☐ Establish Employee Online to set up Direct Deposit

Establish an Employee Online account to set up direct deposit, view pay stubs, change your personal information, address, access W-2s, etc. Connect to the WHOI network via VPN first, then access Employee Online. Enter your email username and your email password.

☐ Complete All Check-in Forms

Forms are available on the JP website under current students, academic resources and should be submitted by at least 3 days prior to your start date.

If the COVID-19 restrictions prevent an in-person check-in session, all forms will be submitted as a password protected PDF or submitted using Google Drive.

---For Foreign Nationals Only---

☐ Complete Foreign National Information Form (FNIF)

The FNIF is available on JP website under current students, academic resources. You will need to submit your passport, I-20/DS-2019, VISA, and a copy of your electronic I-94 at least 3 days prior to your start date.

If the COVID-19 restrictions prevent an in-person check-in session, submit the above documents in a password protected PDF, Dropbox link, or other secure method.

---For Foreign Nationals Only---After you Arrive in the US

☐ Complete MIT's International Student Office (ISO) Online Check-in Forms

All incoming international students must complete ISO's Online Check-In forms **AFTER** you arrive in the U.S. This is required, so you will **not be able to request your MIT ID card** or complete enrollment registration for your term until you have completed the Online Check-In. You must complete the check-in forms before arriving at WHOI and before participating on the SEA cruise (if applicable). The ISO recommends that students set up multiple DUO Authentication methods (other than text message) prior to arrival at MIT. For more information, please contact MIT Information and Systems Technology.

Your First Three Days at WHOI

COVID-19 restrictions may prevent tasks 1-3 from being completed. A pre-recorded check-in session will be provided to address item 1.

☐ Check-in with Lea Fraser (lfraser@whoi.edu)

Attend check-in session with Lea Fraser. You must bring completed check-in forms and appropriate identification to your appointment.

☐ Check-in with Housing Coordinator

If staying in WHOI housing, check-in with Martha Bridgers (mbridgers@whoi.edu)

☐ Obtain WHOI Identification/Library Card

Call the MBL Swope Center at 508-289-7247 to arrange a time to have the card issued. Bring a driver's license or other photo identification with you and tell them your WHOI ID number. The ID card allows you to check materials out and access the library and WHOI buildings after hours.

Once the MBL campus is open, follow their guidelines for obtaining an ID card.

☐ Complete Environmental Health and Safety Training

All new arrivals are required to complete the online trainings below:

General Safety Awareness training

Cybersecurity Awareness training (3 separate components)

Respectful Workplace and Anti-Harassment training

https://www.inspiredlms.com/whoiTMS/AdditionalPages/Page/762

Talk to your advisor about other required trainings.

☐ Set up Electronic Internal Revenue Service Tax Form W-2 (If Applicable)

If your stipend is paid by WHOI, WHOI does not withhold tax on Fellowships (unearned income); therefore, you will not receive a year-end tax statement. WHOI fellowships are; however, taxable and individuals must determine if they should pay estimated quarterly taxes. Your final check stub shows year-to-date earnings in

order to file your annual tax return. GRA's (earned income) receiving a salary from a particular grant is taxed and a form W-2 is provided at year-end. Access form W-2s [Employee Online](#) by completing the consent form, click W-2 Consent (under Pay Information heading) and check the box to receive an electronic copy of you a form W-2, and click 'Save'. Contact Dena Richard, WHOI's Payroll Manager at drichard@whoi.edu or at EXT. 2377.

☐ Set Up WHOI's Campus-Wide Emergency Notification System

E2Campus is an early notification system that can send you email and text alerts when there is an emergency on campus. [Register](#) for WHOI's campus-wide emergency notification system.

Your First Week at WHOI

☐ Unanet Training Video for Travel Reimbursement

At WHOI, requests for reimbursement are submitted on a monthly basis using [Unanet.](#)

Review this 5-minute training [video](#) and [guide](#) for instructions on using UNANET.

☐ Complete Conflict of Interest Form

It is required that you complete WHOI's [Conflict of Interest form](#). You will need your WHOI email username and password to access the form.

☐ Parking Pass

A temporary parking pass (valid for two weeks) may be obtained from your WHOI department or at the Academic Programs Office. After you have received your WHOI ID number, you will be able to apply for a [parking permit on-line](#) through the facilities department and will need to upload a copy of your registration.

☐ Review your Discipline's [Handbook](#)

☐ Review and Discuss Faculty/Student [Responsibilities](#)

Academic Programs Office (APO) Contacts

NAME	EMAIL	TOPIC
Martha Bridgers Housing Coordinator	mbridgers@whoi.edu	Housing Requests, Dean's Calendar
Christine Charette Budget Manager/Title IX Coordinator	ccharette@whoi.edu	Financials, Tuition, Stipend, OVF, Gym Membership, Title IX, Childbirth Accommodations
Lynne Ellsworth Building Caretaker	lynne@whoi.edu	Housing Maintenance
Janet Fields Postdoc Coordinator	jfields@whoi.edu	Postdoc Information

Lea Fraser Graduate Admissions and Student Affairs Officer	lfraser@whoi.edu	Student Affairs, Meeting Video Links, Thesis Preparation and Defense Scheduling, Student Center Maintenance, JP Website, Room Reservations
Tricia Gebbie Guest Student Coordinator	Guest-student-coordinator@whoi.edu	Guest Student Appointments, Intercampus Travel Reimbursement for JP students
Delia Oppo Associate Dean	doppo@whoi.edu	Academics, Advising, Concerns, Career Advice
Kama Thieler Undergraduate Programs Coordinator	kthieler@whoi.edu	Summer Student Fellow and Semester at WHOI programs
Meg Tivey Dean	mktivey@whoi.edu mbridgers@whoi.edu	Academics, Advising, Concerns, Career Advice
Julia Westwater Registrar	jwestwater@whoi.edu	Registration, Grades, Transcripts, Class Scheduling, Class and Seminar Video Links, Career Seminars, Conference Travel Reimbursement, Health Care, Computer Loan

Academic and Personal Support Resources

There are many academic and personal support resources available to you, and some may be accessed remotely. A listing of these services is available on the Joint Program website: https://mit.whoi.edu/campus-life/student-resources/support-resources/

Here is a partial listing:

- MIT Office of Graduate Education (OGE)
- MIT Graduate Student Support (GPS)
- MIT Mind and Hand Book
- MIT Ombuds Office
- MIT Personal Support & Wellness
- MIT Resources for Easing Friction and Stress (REFS)
- Advisor/Supervisor
- Education Coordinator
  Each discipline has an Education Coordinator at WHOI to strengthen department education efforts and who are available to students during office hours
- Joint Committee
  Each Joint Committee has academic oversight responsibility for your progress from admission to approving your thesis
- MIT-WHOI Joint Program Administration
- The Dean, the Associate Dean, or anyone else with whom you feel comfortable are available for consultation. The Academic Programs Office has an "open door" policy and will hold issues discussed in confidence at the student's request; the exception to this would be if we believe there is a danger to anyone or if it may be a case of harassment or discrimination where we are required by law to report.

- WHOI's [Employee and Student Assistance Program](#) (ESAP) service is provided by [KGA, Inc.](#) KGA, offers free, confidential consultations, counseling and targeted referrals at no cost to you and your household members. Contact the ESAP 24/7 for convenient, expert and confidential support, by calling 800.648.9557 or visiting [www.kgreer.com](#). Here are some ways KGA can help:
  - **Counseling:** Face-to-face, phone or video session to help resolve emotional issues
  - **Crisis Counseling:** Grief counseling and immediate intervention for suicide and violence prevention
  - **Legal Assistance:** Legal consultation with an attorney and referrals for most legal issues
  - **Financial Consultation:** Help with debt management, budgeting and financial planning
  - **Parenting Resources:** Research and referral for all types of child care needs and parenting questions
  - **Elder/Adult Care Resources:** Research and referral to meet the needs of elders and older adults
  - **Stress Reduction:** Assessment of stress level and techniques/tips for managing stress
  - **Work-life Resources:** Targeted research and referrals for everything from pet sitting and relocation services to college planning
  - **Nutrition Consultation:** Support from a nutritionist on weight management, allergies and other dietary concerns
  - **Career Assessment:** Interest testing and career exploration services

  KGA will provide up to five (5) free counseling services in person or via telephonic counseling appointments. When you contact KGA, an ESAP counselor will conduct an assessment to determine the proper course of treatment. If appropriate, treatment through the ESAP counseling center is available for up to five (5) sessions at no charge to the individual. Depending upon the diagnosis and insurance coverage, the ESAP can continue treatment beyond the initial five sessions or refer the individual or family member to other qualified practitioners and community agencies.

Additional resources are available on the [current student webpage](#) under General Information and Student Resources.

Registration

Summer Registration
- Students must register each summer, fall, and spring term for which they are enrolled.
- June – WHOI Registrar approves registration for WHOI-based students (summer research); student receives email notification and must submit registration.
- A math refresher is offered in July and August – noncredit, not on registration.

Preregistration
- Students should make sure to preregister for any subjects they plan to take in the fall. The class schedule is based on the preregistration numbers.

Fall Registration
- Student discusses subject selection with advisor
- During last week of August, student sends email with proposed registration to advisor and asks advisor to send approval to registrar.
- Registration is approved when advisor's permission is received.
- Student receives notification of approval and must submit by September 4.
- For the first few weeks of the term, the schedule is called the "WHOI first-day class schedule" because changes may happen with instructors and students finding the optimal time to meet.

There is a Student Registration Manual under Related Links on the JP registration web page

Many JP subjects are linked via videolink (VL). Those subjects are recorded, and the recordings are available on the Stellar (MIT's course management system) website accessible to students registered for that subject.

Student Extended Health Insurance

- Basic health insurance (covering services at MIT Medical) is included in the tuition payment; extended insurance (which covers hospitalization and more) is also required.
- Extended insurance through MIT will be paid by APO, MIT department, or the student's funding agency each term when tuition is paid.
- If covered under another form of insurance (parent, partner, Navy, etc.), students are requested to waive the extended insurance to save the Joint Program an unnecessary expense.

More information about health insurance is available on the JP website.

Anytime Fitness Gym Membership

WHOI's Academic Programs Office offers JP students subsidized access to Anytime Fitness (AF) on Main Street in Falmouth. The AF program is only for JP students who are based at WHOI, i.e. JP students who are based at MIT are ineligible since they have regular access to the MIT facility. We offer 2 options: a full year membership for $150 (new or renewal) or a 3-month membership for $50 (new or renewal). See Christine Charette for information.

Stipends

MIT's stipend rates can be found at https://gradadmissions.mit.edu/costs-funding. Students funded at MIT are paid twice per month; students funded at WHOI are paid bi-weekly.

Tuition

MIT's tuition costs are covered by the Joint Program, but can be found at:
http://odge.mit.edu/finances/tuition/

Title IX Offices

Both MIT and WHOI are committed to fostering an educational and working environment free from gender-based discrimination. Gender-based discrimination, including sexual misconduct (a term used to describe a range of behaviors including sexual harassment, non-consensual sexual contact/sexual assault, non-consensual sexual penetration/rape, and sexual exploitation), intimate partner violence, and stalking committed by MIT or WHOI students, staff, or faculty will not be tolerated.

MIT's Title IX Office	WHOI's Title IX Office
120 Massachusetts Ave.	Christine Charette
W31-223	Clark Lab, Room 223
617-324-7526	508-289-2848
titleix@mit.edu	titleix@whoi.edu

Tick Safety

Ticks have the potential to carry harmful diseases. Learn about tick-borne diseases, prevention and identification. Tick-Borne Disease Information for the Public

ORCID Open Researcher & Contributor ID

An ORCID ID is a persistent digital identifier that distinguishes each researcher across national boundaries and work places. ORCID IDs are free for individuals.

Google Drive Training

To request a Google Drive account, please visit the Staff Training and Development web page to register for Google Drive training. **All users must attend training prior to having their account activated.**
https://whoi-it.whoi.edu/google-drive/

Social Media

Make sure you follow WHOI on our social media platforms
www.whoi.edu
Facebook.com/WoodsHoleOcean
Twitter: @WHOI
Instagram: woodshole_ocean
Use #MIT_WHOI for the MIT-WHOI Joint Program

Corporate Credit Card

Card assignment is at the discretion of your Department Chair/Administrator or Group Manager. Discuss with your advisor. https://www.whoi.edu/procurement/one-corporate-card

Computer Loan

Interest-free loans from $300 to $2500 for the purchase of personal computers are available during their first two years of enrollment.

Loans are repayable through either biweekly payroll deduction or monthly payments over four years.

WHOI Committees
WHOI Student Organization (Student Reps)
Workplace Climate Committee (WCC)
Committee for Diversity and Inclusion
Gays, Lesbians, and Others in Woods Hole (GLOW)
Woods Hole Diversity Advisory Committee (WHDAC)
Women's Committee
Safety Committees
Broader Impacts Group (BIG)
International Committee
Sustainability Task Force (STF)

Margaret K. Tivey, Ph.D.
Vice President for Academic Programs and Dean
MS #31, 266 Woods Hole Road, Woods Hole, MA 02543
Office: 508 289-2200
mktivey@whoi.edu   www.whoi.edu

The following is a list of some of WHOI's important policies and where they can be found on WHOI's internal web page. The Institution, in accordance with government regulations and policies and Institution policy, expects all employees, students, postdocs, fellows, guests, and those with visiting appointments to be familiar with these policies. Therefore, please take the time to review these policies and also the benefits of the Employee and Student Assistance Policy at your earliest convenience.

If you have any questions regarding this memo or the policies stated below, please contact the Academic Programs Office. Thank you.

Margaret K. Tivey
Vice President for Academic Programs and Dean

WHOI Policies available to view on the WHOI network or the VPN.
https://www.whoi.edu/website/institution-policy/index

In particular, please read the following:
- Code of Conduct
- Computer Software Use
- Consensual Relations
- Drug-Free Workplace
- Environmental Health and Safety Policy
- Grievance
- Harassment (Policy Against)
- Misconduct in Science
- Respectful Workplace and Violence Prevention
- Smoke-free and Vape-free Workplace Policy
- Substance Abuse

Diversity and Inclusion: https://careers.whoi.edu/opportunities/diversity-inclusion/

Information about the Employee and Student Assistance Program (ESAP) can be found at
https://www.whoi.edu/HR/page.do?pid=166536

Faculty/Student Responsibilities* WHOI

https://mit.whoi.edu/academics/responsibilities/

1. Advisors and students should be familiar with appropriate discipline **handbook(s)** and with the **Joint Program housing policy**.
2. When a student first arrives, the advisor and student should discuss what courses the student should take, and when. Advice is also available from the education coordinator and the student's academic advisory committee.
3. When a student first arrives, the advisor and student should discuss what research project(s) the student should undertake, including expectations of when and how that research will be carried out (e.g., during first summer, semesters when classes are in session, during IAP, during subsequent summers), and balance between coursework and research. They should also discuss any upcoming fieldwork (timing and duration), and whether it is optional or required.
4. Advisors should make expectations clear to the student, including how frequently the advisor and student should meet. The advisor should make him/herself available to provide advice to the student, and clarify with the student how best to set up meetings – e.g., regular weekly meetings, or meetings as needed with some amount of lead time so that the advisor can set aside time, etc. Likewise the student should feel comfortable communicating with the advisor regarding the frequency of meetings.
5. Full-time Graduate Research and Teaching Assistants (and students on Fellowships and Scholarships as well) are expected to devote at least 50 hours per week on average to academic activities, including time devoted to classes, research activities, and any activities specific to Research or Teaching Assistant duties. If supported as a Graduate Research Assistant, 20 hours per week on average should be devoted to work on the grant/contract. Specifics of how the 20-hour per week obligation is to be satisfied should be agreed upon by the advisor and the student (e.g., less time devoted to grant/contract activities when classes are in session, more time during IAP and summer). It is good to have an understanding between the student and advisor about this balance (the education coordinator is another resource to provide advice about balance). If supported as a Teaching Assistant, the student is expected to devote 20 hours per week to Teaching Assistantship activities (10 hours/wk for half-time TA).
6. Students are entitled to two weeks of vacation per year and should clear vacation schedules in advance with advisor(s). It is useful for students and advisors to discuss expectations given that many oceanography students spend considerable time in the field. Information about terms of appointments is at http://odge.mit.edu/gpp/assistance/rata/terms-of-appointment/
7. Advisors and students should discuss authorship protocol (e.g., when is someone an author vs. acknowledged; when is someone first author; etc.), and scientific conduct. Training in scientific conduct is now required by some funding agencies. Ethics training is available, and advisors should encourage students to take advantage of such training.
8. Advisors should make best efforts to fund students fully, and encourage (and assist as needed) students to submit fellowship applications. If the student has his/her own

funding through a fellowship, and wishes to pursue research not covered by existing grants, the student needs to have the advisor's permission and support. The student and the advisor then need to openly discuss possibilities and how other costs (e.g., lab supplies and analyses) will be covered. The burden of funding the student and his/her research costs falls on the advisor, thus the need for the advisor being in agreement that the student should pursue this research.

9. Regular feedback should be provided to the student about progress, and if the student is not fulfilling the advisor's expectations, the advisor should bring that to the student's attention in a timely manner so that the student can address the concern (rather than waiting until the semester's end or as part of the annual review).

10. Advisors and students should discuss progress at annual review time and go over any issues or concerns. On all submitted memos/paperwork, copy Kris and Lea (who will print the correspondence and place it in the student's file).

11. As the student's research progresses, the advisor(s) should encourage participation in scientific meetings and assist with writing and submitting abstracts, choice of sessions and travel costs, and encourage and assist with networking at meetings. Both MIT and WHOI offer funding to help with student travel to conferences when they are presenting. See http://mit.whoi.edu/policies. Advisors should introduce students to colleagues and program mangers from funding agencies at meetings, as well as when colleagues or program managers visit the home institution.

12. Each year students and advisors should discuss career goals (which may evolve). Advisors should offer advice to students on postdoc and job opportunities, and encourage the student to think broadly about his/her career.

13. Advisors should encourage and assist with publication of results including advice on appropriate journals; structure, length and content of articles; appropriate analyses and graphics; and guidance in responding to reviewers.

14. Advisors should provide timely feedback (e.g., within a week or two, with an idea of the timing provided by the advisor) as students write up results for their theses.

15. Students are expected to use "MIT-WHOI Joint Program in Oceanography/Applied Ocean Science & Engineering, Cambridge and Woods Hole, MA, USA" as their affiliation in all publications and products stemming from their research in the Joint Program. Additional student affiliations (e.g. MIT or WHOI department) are up to the authors.

16. In addition to the Educational Coordinator, Associate Dean, Dean, MIT Director of the Joint Program, and Joint Committee members, the Department Chair at WHOI and Department Head at MIT are go-to people for graduate students who need advice or assistance on important professional matters such as resolving conflicts or other issues with their advisors or others in the department. MIT also has an Ombuds Office http://web.mit.edu/ombud/.

*There may be some discipline-specific variations to these general guidelines – see discipline handbooks

May 6, 2020

MIT-WHOI Joint Program Joint Discipline Committees

Joint Committee for Applied Ocean Science & Engineering (JCAOSE)

Dave Ralston (Chair)	dralston@whoi.edu	Bigelow 212	Ext. 2587
Gordon Zhang*	wzhang@whoi.edu	Bigelow 211	Ext. 2345
Britt Raubenheimer	braubenheimer@whoi.edu	Bigelow 206	Ext. 3614
John Leonard	jleonard@mit.edu	MIT 5-214	617-253-5305
Pierre Lermusiaux	pierrel@mit.edu	MIT 5-428	617-324-5172
Heidi Nepf	hmnepf@mit.edu	MIT 48-216D	617-253-8622
Alexandra Techet	ahtechet@mit.edu	MIT 5-230	617-452-2266
Brian Williams	williams@mit.edu	MIT 33-332	617-253-2739
Russ Tedrake	russt@mit.edu	MIT 32-380	617-297-7626

Joint Committee for Biological Oceanography (JCBO)

Mick Follows (Chair)	mick@mit.edu	MIT 54-1526	617-253-5939
Ann Tarrant*	atarrant@whoi.edu	Redfield 212	Ext. 3398
Jesús Pineda	jpineda@whoi.edu	MRF 211	Ext. 2274
Gregory Fournier	g4nier@mit.edu	MIT 54-1016	617-324-6164
Serguei Saavedra	sersaa@mit.edu	MIT 48-429	617-715-2597
Andrew Babbin	babbin@mit.edu	MIT 54-1420	617-253-2181
Neel Aluru	naluru@whoi.edu	Redfield 304	Ext. 3607

Joint Committee for Chemical Oceanography (JCCO)

Colleen Hansel (Chair)	chansel@whoi.edu	Watson 211	Ext. 3738
Jeffrey Seewald*	jseewald@whoi.edu	Clark 408A	Ext. 2518
Shuhei Ono	chansel@whoi.edu	Watson 222	Ext. 3738
Mak Saito	sono@mit.edu	E=MIT E25-641	617-253-0474
Phil Gschwend	pmgschwe@mit.edu	MIT 48-415	617-253-1638
Roger Summons	rsummons@mit.edu	MIT E34-246	617-452-2791

Joint Committee for Marine Geology & Geophysics (JCMG&G)

Oliver Jagoutz (Chair)	jagoutz@mit.edu	MIT 54-1226	617-324-5514
Dan Lizarralde*	dlizarralde@whoi.edu	Clark 260B	Ext. 2942
Veronique Le Roux	vleroux@whoi.edu	Clark 247A	Ext. 3549
Matej Pec	mpec@mit.edu	MIT 54-720	617-324-7279
Taylor Perron	perron@mit.edu	MIT 54-1022	617-253-5735
Andrew Ashton	aashton@whoi.edu	Clark 257	Ext. 3751

Joint Committee for Physical Oceanography (JCPO)

Glenn Flierl (Chair)	glenn@lake.mit.edu	MIT 54-1426	617-253-4692
Claudia Cenedese*	ccenedese@whoi.edu	Clark 359	Ext. 2696
Magdalena Andres	mandres@whoi.edu	Clark 311A	Ext. 2660
Geoffrey 'Jake' Gebbie	ggebbie@whoi.edu	Clark 213A	Ext. 2801
Pierre Lermusiaux	pierrel@mit.edu	MIT 5-428	617-324-5172

*WHOI Education Coordinator

NAME:_____   WHOI ID#:_____

ID/Access/Library Card:

ID/Access cards are issued to employees, guests, and students of the Woods Hole Oceanographic Institution. This card serves as an ID badge for access to WHOI buildings at night (5PM to 8AM), weekends, and holidays, and as a Marine Biological Laboratory/Woods Hole Oceanographic Institution Library card.

MBLWHOI LIBRARY

Locations, hours & contact

- Staffed locations:
    - Lillie Library, 2nd floor, Lillie Lab (7 MBL St)
    - Data Library & Archives, ground floor, McLean Lab (WHOI Quissett campus)
- Open: Lillie: Monday-Friday from 8AM to 5PM
    - Lillie: After-hours* seven days a week, 7AM to 11PM
    - Data Library & Archives: Monday-Friday from 8AM to 5PM
- Contact
    - http://www.mblwhoilibrary.org
    - email: library@mbl.edu; call: 508-289-7002 or 508-289-2865

Library card

Issued at the MBL SWOPE CENTER
Monday-Friday, 10AM to 2PM, Phone: 508-289-7668

Use the MBLWHOI Library card/card number to:
- Check out books
- Request delivery of locally owned books via "Get this item"
- Make interlibrary loan requests
- Access e-journals and databases remotely
- Access Lillie After-hours*

Card number →

*After-hours access: complete the After-hours Access form and return it to the Library: http://www.mblwhoilibrary.org/about-library/access

Facilities

- Lillie Library
    - Public workstations
    - wifi
    - Complimentary photocopying, scanning & printing (from public workstations)
    - Self-checkout station for books (journals do not circulate)
    - Bay Reading Room for quiet study
    - Grass Reading Room for collaborative work
    - 5 floors of stacks housing book and print journal collections
    - Rare Books Room & MBL Archives, available by appt only for research and tours
- Data Library & Archives (DLA), located on the WHOI Quissett Campus, McLean Lab
    - Researcher workspace
    - Data collections, technical reports, DLA book and journal collections
    - Map Room
    - WHOI Archives

Resources

- Books
  - Use the library catalog to search holdings:
    http://library.whoi.edu/vwebv/searchBasic
    Select "Get This Item" to have books(s) delivered to a library location, or via interoffice mail to your MBL, WHOI, or USGS lab/office
- Journals
  - Use the journal list to find and browse the journal collection:
    http://norton.whoi.edu/sfx_local/journalsearch
    There may be both print and electronic holdings depending upon the year
- Databases
  - Use the database list to select database(s) to search for published content across a wide spectrum of topics and disciplines

Interlibrary Loan Service (for items not available in our collections)

- Request **at no charge** journal articles, books, and book chapters not owned by the Library
- Estimated 24-hour turnaround time for journal articles and book chapters, and 3-5 business days for books
  http://ill.mblwhoilibrary.org/illiad/
  - Log in using your 5 digit library card number and your last name

Remote Access to e-content (when you are away from campus)

- **WHOI**: (recommended) Log in to WHOI VPN before accessing a journal or database through the library website. You will remain logged in until you quit VPN. You must access the resource through the library interface.

Proxy server:
Initially, your username and password for the proxy server are identical, a combination of your initials and the 5-digit number on your Library card.
    Example: Pat Smith with Library card #12345
  - Username: ps12345   Password: ps12345

You will be prompted to set a new password, which needs to be changed on an annual basis.

**TWIC Card: Allows access to WHOI Docks & Vessels**
For unescorted access to Secure/Restricted areas, you will need to enroll, activate and receive a TWIC* card, in addition to your ID/Access card. This includes access to the Iselin building, Alvin high bay and the machine shops. It is necessary to carry your TWIC card on you when any regulated MTSA vessel is at the dock in Active status.

Transportation Workers Identification Credential (TWIC) applies to WHOI's dock Facilities and Vessels as a result of our Facilities and Vessels being regulated by the Marine Transportation Security Act (MTSA). We are regulated because of the size and class of our vessels, the fact that they are members of Safety of Life at Sea (SOLAS), and they make international voyages.

TWIC cards are valid for five years, and there is a cost to obtain the card. With prior approval from your supervisor, WHOI will reimburse employees for the cost of obtaining a card.
To enroll for a TWIC card, please go to WHOI's Facilities website for instructions or contact Dave Derosier at dderosier@whoi.edu for assistance.
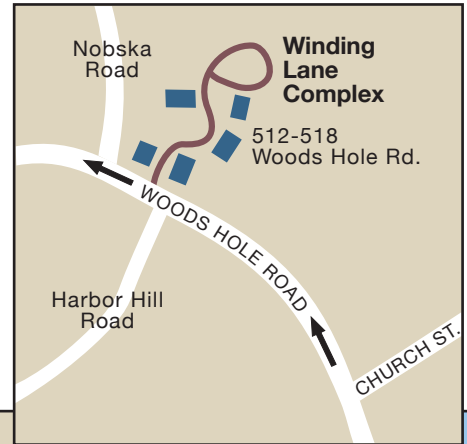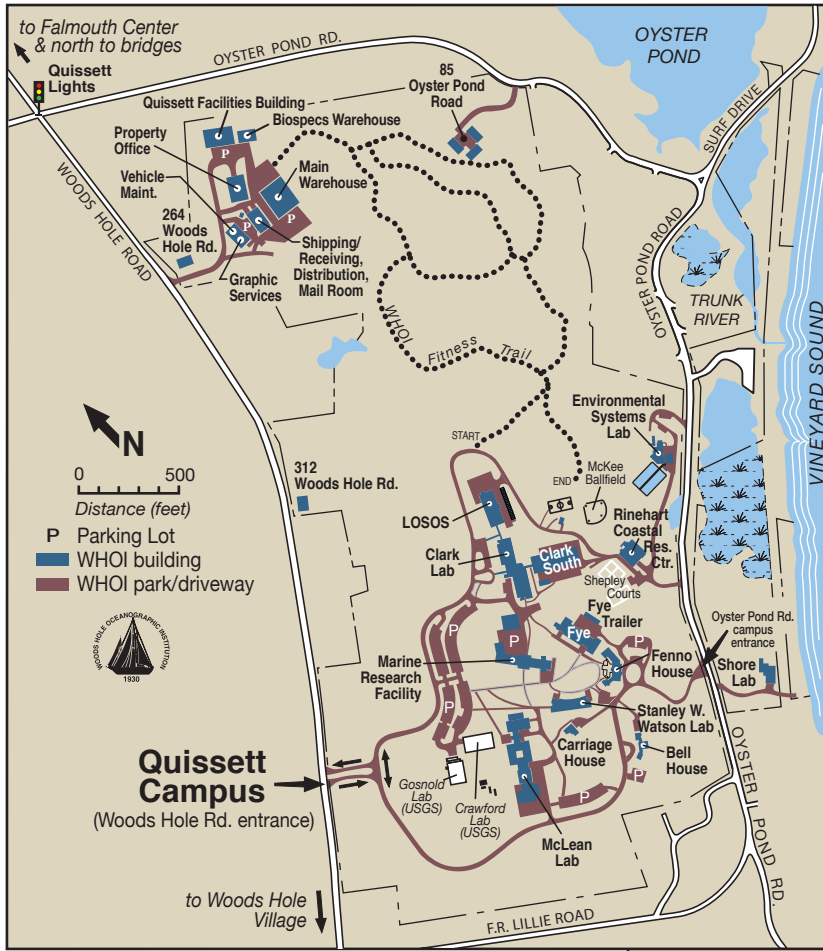
For more information, visit the following websites:
- http://www.whoi.edu/facilities/page.do?pid=30840
- http://www.whoi.edu/facilities/page.do?pid=30841
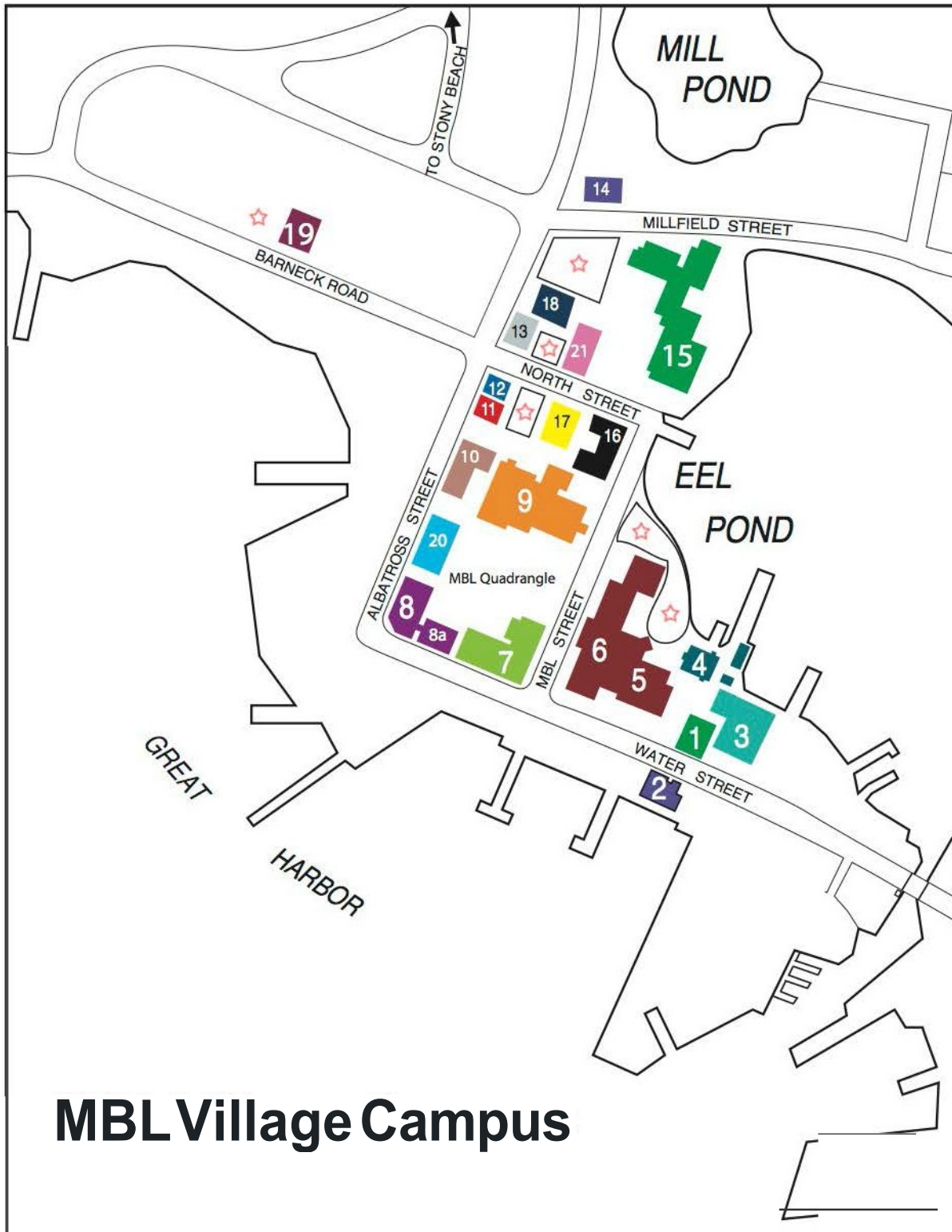
MBL Village Campus

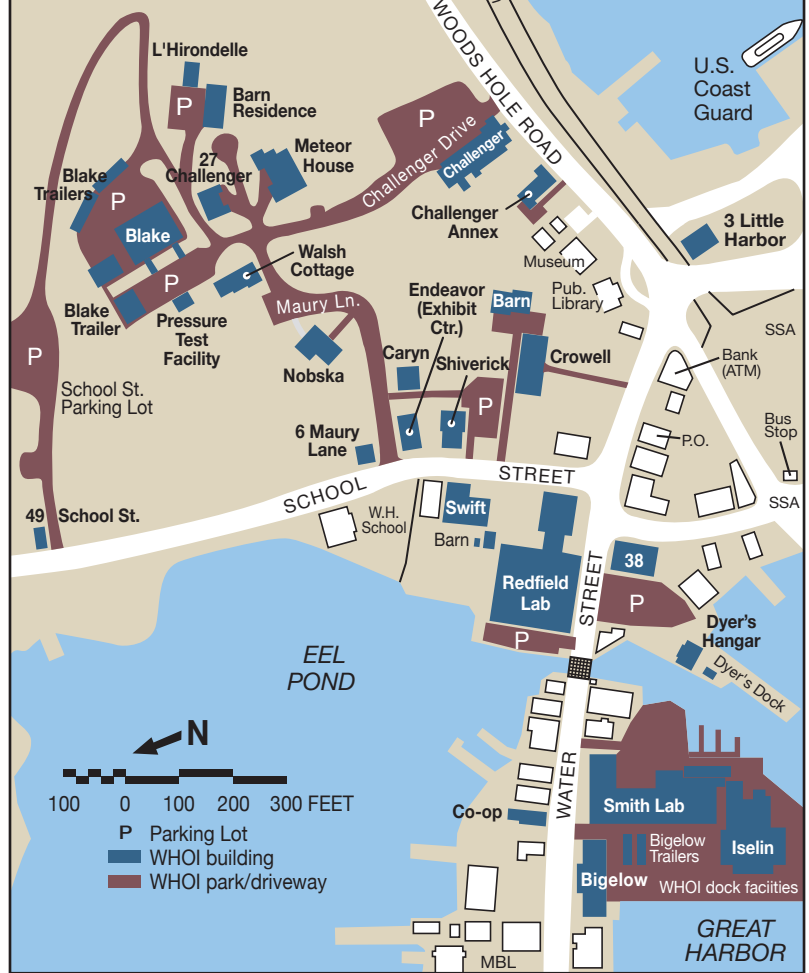|	
1	Candle House (Administration)
2	100 Water Street (Pierce Exhibit Center, Satellite Club, MBL Club)
3	Marine Resources Center
4	Collection Support Facility
5	Crane Wing (Labs, Shipping)
6	Lillie Laboratory (Labs, Service Shops, MBL/WHOI Library)
7	Rowe Laboratory (Labs, Speck Auditorium)
8	Environmental Sciences Laboratory
8a	Homestead Administration (Human Resources, Education Dept.)
9	Loeb Laboratory (Research and Teaching Labs, Lecture Rooms)
10	Brick Apartment House
11	Veeder House Dormitory
12	David House Dormitory
13	Broderick House (IT)
14	Crane House
15	Swope Center (Registration, Cafeteria, Dormitory, Meigs Room)
16	Ebert Hall Dormitory
17	Drew House Dormitory
18	15 North Street (Carpentry Shop)
19	Smith Cottage and Barneck Road Property
20	C.V.Starr Environmental Sciences Laboratory
21	11 North Street
☆	MBL Parking

MILL POND

TO STONY BEACH

BARNECK ROAD

MILLFIELD STREET

NORTH STREET

ALBATROSS STREET

MBL Quadrangle

EEL POND

MBL STREET

GREAT HARBOR

WATER STREET

Buzzards Bay

Quissett Harbor

Route 28, Falmouth

SIPPEWISSETT AVE.

Quissett Traffic Light

QUISSETT AVE.

MBL Swope Center

Mill Pond

MILLFIELD ST.

NMFS Aquarium
National Marine Fisheries Service
Lillie Bldg. (WHOI/MBL Library)
Public Information Office
Bigelow Laboratory
Smith Laboratory
Iselin Marine Facility
Redfield Laboratory
Dyer's Dock Hangar

24 Millfield St.

Eel Pond

SCHOOL ST.

Exhibit Center
Shiverick
Swift

49 School St.
School St. Parking Lot

6 Maury Ln.
Nobska
Walsh
Caryn
Crowell

Blake
Challenger Dr. Residence
Barn Residence
L'Hirondelle

Meteor House
Challenger House

264 Woods Hole Rd.

WOODS HOLE ROAD

Graphics & Vehicle Maint.
Shipping/ Receiving & Mail Room

Quissett Facilities Building

Biospecs
Property Office
Main Warehouse

312 W.H. Road

Quissett Campus Front Entrance

Marine Research Facility

Quissett Campus

Gosnold
Crawford
Hedwig & Gosling
USGS

Clark Lab
LOSOS
Clark South

85 Oyster Pond Rd. Residences

OYSTER POND ROAD

McLean Lab
Carriage House
Bell House

Fye Lab

Environmental Systems Lab

Stanley W. Watson Lab
Fenno

Rinehart Coastal Research Center

SURF DRIVE

WHOI Village Facilities

3 Little Harbor Road

USCG Station W.H.

Challenger Annex

Little Harbor

CHURCH ST.

WINDING LANE

NOBSKA RD.

Fire Station

F.R. LILLIE ROAD

Memorial Circle (MBL)

Devil's Lane (MBL)

Devil's Lane Parking Lot

OYSTER POND ROAD

Shore Lab

Oyster Pond

Nobska Pond

Vineyard Sound

WOODS HOLE OCEANOGRAPHIC INSTITUTION
1930

NOBSKA RD.

Nobska Lighthouse

▮ WHOI Buildings
▬ WHOI Drive/walkways

0   1/4   1/2 MILE

SCALE

JUNE 2012

Quissett Campus

to Falmouth Center & north to bridges

OYSTER POND RD.

OYSTER POND

Quissett Lights

Quissett Facilities Building

Biospecs Warehouse

85 Oyster Pond Road

Property Office

Vehicle Maint.

Main Warehouse

264 Woods Hole Rd.

Graphic Services

Shipping/ Receiving, Distribution, Mail Room

WOODS HOLE ROAD

SURF DRIVE

OYSTER POND ROAD

TRUNK RIVER

VINEYARD SOUND

Fitness Trail

START

END

Environmental Systems Lab

McKee Ballfield

312 Woods Hole Rd.

N

0   500
Distance (feet)

P Parking Lot

WHOI building

WHOI park/driveway

WOODS HOLE OCEANOGRAPHIC INSTITUTION 1930

LOSOS

Clark Lab

Clark South

Rinehart Coastal Res. Ctr.

Shepley Courts

Fye Trailer

Fye

Marine Research Facility

Fenno House

Shore Lab

Oyster Pond Rd. campus entrance

Quissett Campus
(Woods Hole Rd. entrance)

Gosnold Lab (USGS)

Crawford Lab (USGS)

Stanley W. Watson Lab

Carriage House

Bell House

McLean Lab

to Woods Hole Village

F.R. LILLIE ROAD

OYSTER POND RD.

June 2012

Winding Lane Complex

Nobska Road

512-518 Woods Hole Rd.

WOODS HOLE ROAD

CHURCH ST.

Harbor Hill Road

to Winding Lane, Quissett Campus, and north to Falmouth Ctr.

LITTLE HARBOR

Bike Path

WOODS HOLE ROAD

U.S. Coast Guard

L'Hirondelle

Barn Residence

Meteor House

Challenger

Challenger Drive

27 Challenger

Challenger Annex

Museum

3 Little Harbor

Blake Trailers

Blake

Walsh Cottage

Endeavor (Exhibit Ctr.)

Barn

Pub. Library

Bank (ATM)

Blake Trailer

Pressure Test Facility

Maury Ln.

Nobska

Caryn

Shiverick

Crowell

SSA

P.O.

Bus Stop

SSA

School St. Parking Lot

6 Maury Lane

STREET

SCHOOL

W.H. School

Swift

Barn

38

49 School St.

Redfield Lab

Dyer's Hangar

Dyer's Dock

EEL POND

WATER STREET

Co-op

Smith Lab

Bigelow Trailers

Iselin

Bigelow

WHOI dock facilities

MBL

GREAT HARBOR

N

100   0   100   200   300 FEET

P Parking Lot

WHOI building

WHOI park/driveway

Woods Hole Village Facilities

WHOI
PASSENGER SHUTTLE SCHEDULE
runs Monday-Friday (except holidays)

VILLAGE	QUISSETT	QUISSETT	QUISSETT NORTH
LEAVE DYERS	OYSTER POND	CLARK	WHOI Stockroom
7:45 AM	*	7:55	by request
8:00	*	8:10	by request
8:20	8:25	8:30	by request
8:40	8:45	8:50	by request
9:00	9:05 (summer only)	9:10	by request
9:20	*	9:30	by request
9:40	*	9:50	by request
10:00	10:05 (summer only)	10:10	by request
10:20	*	10:30	by request
10:40	*	10:50	by request
11:00	*	11:10	by request
11:20	*	11:30	by request
11:40	*	11:50	by request
12:00	12:05	12:10	by request
LEAVE DYERS	OYSTER POND	CLARK	WHOI Stockroom
12:20 PM	*	12:30	by request
12:40	*	12:50	by request
1:00	*	1:10	by request
1:20	*	1:30	by request
1:40	*	1:50	by request
2:00	*	2:10	by request
2:20	*	2:30	by request
2:40	*	2:50	by request
3:00	*	3:10	by request
3:20	*	3:30	by request
3:40	*	3:50	by request
4:00	*	4:10	by request
4:20	*	4:30	by request
4:40	*	4:50	by request
5:00	*	5:10	by request
5:20	5:25	5:30	by request
5:40	5:45	5:50	by request

updated September 2018

2020 WHOI Payday Calendar

JANUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	**10**	11
12	13	14	15	16	17	18
19	**20**	21	22	23	**24**	25
26	27	28	29	30	31	

FEBRUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	**7**	8
9	10	11	12	13	14	15
16	**17**	18	19	20	**21**	22
23	24	25	26	27	28	29

MARCH

S	M	T	W	T	F	S
1	2	3	4	5	**6**	**7**
8	9	10	11	12	13	14
15	16	17	18	19	**20**	21
22	23	24	25	26	27	28
29	30	31				

APRIL

S	M	T	W	T	F	S
			1	2	**3**	4
5	6	7	8	9	10	11
12	13	14	15	16	**17**	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	**15**	16
17	18	19	20	21	22	23
24	**25**	26	27	28	**29**	30
31						

JUNE

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	**12**	13
14	15	16	17	18	19	20
21	22	23	24	25	**26**	27
28	29	30				

JULY

S	M	T	W	T	F	S
			1	2	**3**	4
5	6	7	8	9	**10**	11
12	13	14	15	16	17	18
19	20	21	22	23	**24**	25
26	27	28	29	30	31	

AUGUST

S	M	T	W	T	F	S
						1
2	3	4	5	6	**7**	8
9	10	11	12	13	14	15
16	17	18	19	20	**21**	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER

S	M	T	W	T	F	S
		1	2	3	**4**	5
6	**7**	8	9	10	11	12
13	14	15	16	17	**18**	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER

S	M	T	W	T	F	S
				1	**2**	3
4	5	6	7	8	9	10
11	12	13	14	15	**16**	17
18	19	20	21	22	23	24
25	26	27	28	29	**30**	31

NOVEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	**11**	12	**13**	14
15	16	17	18	19	20	21
22	23	24	**25**	**26**	**27**	28
29	30					

DECEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	**11**	12
13	14	15	16	17	18	19
20	21	22	23	**24**	**25**	26
27	28	29	30	31		

2020 Pay Period Ending and Check Dates

FSR Period	PP	Date Begin	Date Ending	Check Date	Month Posted
2001001	1	22-Dec-19	4-Jan-20	10-Jan-20	January
2001002	2	5-Jan-20	18-Jan-20	24-Jan-20	January
2001003	3	19-Jan-20	1-Feb-20	7-Feb-20	February
2001004	4	2-Feb-20	15-Feb-20	21-Feb-20	February
2001005	5	16-Feb-20	29-Feb-20	6-Mar-20	March
2001006	6	1-Mar-20	14-Mar-20	20-Mar-20	March
2001007	7	15-Mar-20	28-Mar-20	3-Apr-20	April
2001008	8	29-Mar-20	11-Apr-20	17-Apr-20	April
2001009	9	12-Apr-20	25-Apr-20	1-May-20	May
2001010	10	26-Apr-20	9-May-20	15-May-20	May
2001011	**11**	**10-May-20**	**23-May-20**	**29-May-20**	**May**
2001012	12	24-May-20	6-Jun-20	12-Jun-20	June
2001013	13	7-Jun-20	20-Jun-20	26-Jun-20	June
2001014	14	21-Jun-20	4-Jul-20	10-Jul-20	July
2001015	15	5-Jul-20	18-Jul-20	24-Jul-20	July
2001016	16	19-Jul-20	1-Aug-20	7-Aug-20	August
2001017	17	2-Aug-20	15-Aug-20	21-Aug-20	August
2001018	18	16-Aug-20	29-Aug-20	4-Sep-20	September
2001019	19	30-Aug-20	12-Sep-20	18-Sep-20	September
2001020	20	13-Sep-20	26-Sep-20	2-Oct-20	October
2001021	21	27-Sep-20	10-Oct-20	16-Oct-20	October
2001022	**22**	**11-Oct-20**	**24-Oct-20**	**30-Oct-20**	**October**
2001023	23	25-Oct-20	7-Nov-20	13-Nov-20	November
2001024	24	8-Nov-20	21-Nov-20	25-Nov-20	November
2001025	25	22-Nov-20	5-Dec-20	11-Dec-20	December
2001026	26	6-Dec-20	19-Dec-20	24-Dec-20	December

*NO SHIP DRAW

KGA
More Human. More Resources

Woods Hole Oceanographic INSTITUTION

EMPLOYEE ASSISTANCE AND WORK-LIFE PROGRAM

A free, confidential program for employees and household members. Here's how we can help:

Website: my.kgalifeservices.com
Company code: whoi

EMOTIONAL HEALTH	PARENTING	ELDERCARE	LEGAL

Counseling, Consultations & Referrals:
- Alcohol & Drug Concerns
- Anxiety
- Chronic Illness
- Depression
- Eating Disorders
- Family & Relationship Concerns
- Gambling
- Meditation
- Mindfulness
- Partner Violence
- Smoking Cessation
- Sleep Issues
- Stress Management

5 counseling sessions

Childcare Consultation & Referrals:
- Back-up Care
- Before/After School
- Childcare Centers
- Family Day Care
- Nannies & In-home Care
- Summer Camps

Information & Support:
- Adolescence
- Adoption
- Child Development
- College Planning
- New Parents and Pregnancy
- Special Needs

Consultation & Referrals:
- Assisted Living Facilities
- Caregiver Support
- Community Services
- Home Health Care
- Hospice
- Medicare/Medicaid
- Nursing Homes
- Respite Care
- Social Security
- Transportation

Consultation & Referrals:
- Bankruptcy
- Child Custody & Support
- Consumer Issues
- Elder Law
- Estate Planning
- Immigration
- Landlord Tenant Disputes
- Real Estate Concerns
- Restraining Orders
- Separation & Divorce
- Wills & Trusts

30 min consult with in-state attorney

*See back for legal disclaimer

FINANCIAL	WORK	HOME	NUTRITION

Consultation & Referrals:
- Budgeting
- Credit Problems
- Debt Management
- Financial Wellbeing
- Homebuying Information
- Insurance Planning
- Retirement Planning
- Tax Resources

30 min consult with CFP, CPA, credit counselor

Consultation & Referrals:
- Career Exploration
- Interest Testing
- Job Performance Concerns
- Job Search Strategies
- Resume Review
- Time Management
- Work-life Integration
- Work Stress

30 min consult with career coach

Information & Referrals:
- Community Education Classes
- Fitness Programs & Trainers
- Home Cleaning
- Home Repair Services
- Moving Services
- Organizer Services
- Pet Care
- Relocation Information
- Yoga Classes

Consultation & Information:
- Child Friendly Meals
- Diabetes
- Food Allergies
- Gastrointestinal Problems
- Healthy Eating
- High Blood Pressure
- High Cholesterol
- Lactation
- Weight Management

30 min consult with a registered dietitian

WELCOME TO KGA, your Employee Assistance and Work-Life Program provider. This program provides practical support for everyday challenges. Our goal is to help you maintain focus at home and at work. It is a benefit provided by your employer available 24/7 to you and your adult household members. Through the EAP you have free and confidential access to:

- COUNSELING Support for addiction, anxiety, depression and everyday stress
- CRISIS SUPPORT Expert help for dealing with grief and the trauma that comes with upsetting events
- CAREER SUPPORT Consultations on career moves, job search strategies, interviewing skills and resumes
- ELDERCARE RESOURCES Consultations and referrals for all types of eldercare needs and caregiving support
- FINANCIAL CONSULTATION Help with debt management, budgeting and financial planning
- LEGAL ASSISTANCE* Consultation with an attorney and referrals for legal issues
- PARENTING RESOURCES Referrals for all types of childcare needs and parenting support
- CONVENIENCE SERVICES Referrals for family/ home needs from pets and contractors to continuing education and transportation
- NUTRITION CONSULTATION Consultations with a nutritionist on weight management, allergies and other dietary concerns

Who will assist me?

KGA licensed counselors and work-life specialists are highly skilled professionals with deep experience. Beginning with your initial contact, the same KGA staff member will work with you to ensure continuity and quality.

What happens to information about me?

All contact with KGA is kept confidential. No information, including your name, can be released to your employer or anyone else without your consent. The only exceptions are those required by law, such as when someone is determined to be a threat to themselves or others.

For support contact KGA at 800-648-9557 or by email at info@kgreer.com. You can find additional resources on our website, kgreer.com and log in with your employer's username.

For easy access, download our app, KGA Mobile

* Disclaimer - No legal service, including advice and consultations, will be provided for: 1) employment-related matters, including employee or statutory benefits; 2) matters involving the employer, KGA Inc. and affiliates; 3) appeals and class actions; 4) frivolous or unethical matters; 5) matters for which an attorney-client relationship exists prior to the participant becoming eligible for benefits.

If a participant wishes to retain legal representation, KGA will refer participant to an attorney who may provide services at a 25 percent discount. This is not a guarantee of the least expensive attorney. Should the participant retain an attorney through a KGA referral, he/she is doing so outside the EAP services provided through the employer and participant is responsible for all fees and costs associated with legal services.

WHOI HOUSING

HOUSING CONTACT – COMMUNICATION FROM THE HOUSING OFFICE IS BY EMAIL
- Martha Bridgers – Housing Coordinator; housing@whoi.edu; ext 2389
- Lynne Ellsworth – Building Caretaker lynne@whoi.edu

JP HOUSING LOCATION
- 85 Oyster Pond Rd., Quissett Campus, Falmouth, MA

HOUSING TERMS - You will need to be familiar with the following terms for WHOI Housing:

- **TRANSIENT HOUSING**
  - During the first two years in the Joint Program, students usually establish a residence near MIT. Students may request Transient Housing if they need to be in Woods Hole for 2 to 3 nights a week on a regular basis during the fall or spring term.
  - Call for fall term transient housing requests are made in August

- **ON CALL HOUSING**
  - For JP student trips to Woods Hole for an occasional night or two. On-call beds are always available if you really just need an occasional night.
  - Please contact Housing no less than 48 hours prior to on-call date needed.

- **COMMUNITY HOUSING**
  - After the first two years in the program, most students live in the community of their Institution of Residence. **WHOI Housing is not intended to be permanent housing.** WHOI maintains a Community Housing website listing rental opportunities local to the Woods Hole campuses.

- **IAP HOUSING**
  - MIT Independent Activities Period is roughly the month of January when there are no formal classes. Call for IAP Housing requests is sent in November.

- **SUMMER HOUSING**
  All students who require summer housing in Woods Hole must make a formal request in March and provide the required documentation.
  - There is a charge for all summer housing. After the first summer in the program, JP students may apply for Summer Rent Assistance.

PLEASE CONSIDER YOUR REQUESTS FOR HOUSING CAREFULLY.
- Beds are limited, especially in the summer. But, if you request a bed, and one is available, it will be held for you;
- Notify housing if your plans arrival or departure dates.

OCCUPANCY AGREEMENT
Everyone in WHOI Housing signs an Occupancy Agreement. It is your license to occupy WHOI Housing. Failure to abide by Housing policies and procedures will result in permanent revocation of occupancy license.

HOUSEKEEPING
Our Building Caretaker will being doing a weekly inspections of the units mid-day on Tuesdays. However, the day-to-day housekeeping of the unit is the responsibility of the occupants. We supply a broom, mop, bucket, and vacuum (vacuums may be shared with a nearby unit). We do not supply cleaning products.

PICKING UP KEYS

Housing keys are always sent to the security desk at Smith Lab for new arrivals to pick up. The desk is staffed 24/7, so arrival after hours or on the weekend is not a problem. Smith Lab is in close proximity to the Bus Stop at the Steamship Authority where the Peter Pan bus from Boston, the MIT/WHOI shuttle, and the local CCRTA buses arrive and depart.

KEY RETURN ENVELOPE

Upon departure, keys are left on the bed in the unit from which you are departing. <u>PLEASE USE THE KEY RETURN ENVELOPE</u> provided in your arrival packet. *There is a $50 per key non-refundable replacement charge for lost or unreturned keys.*

NO OVERNIGHT GUESTS

Overnight guests are not allowed. Unassigned beds are 'on-call' beds and must be kept available for occupancy on short notice.

NO PETS

Refer To "Animals in WHOI Housing" Policy.

HOUSING BINDER

There is a Housing Binder in each unit. Please review for:

- Emergency Procedures and Assembly points in case of fire;
- Information on responsibilities of housing occupants;
- Shuttle schedule and other helpful local information;
- Information for Foreign Nationals.

PARKING

Parking permits are required for all WHOI lots, including Housing, and must be properly displayed. Cars without properly displayed permission to park in WHOI lots, or parked illegally will be towed at the owner's expense.

FIRE/SMOKE/CO DETECTION

Housing units are hard-wired for fire, smoke, and CO detection. <u>If an alarm sounds, evacuation is mandatory</u>.

- Do not tamper with detectors, as this could cause an alarm and call the fire department, as well as damaging the system.

IN AN EMERGENCY

- If there is a fire or other emergency, call 2911 from your WHOI phone, or 911 from a cellphone; IF IT IS A FALSE ALARM, NOTIFY SECURITY – we are charged by the Town for false alarms.

CONTACTING SECURITY FOR OTHER BUSINESS

- You can reach the security desk 24 hours a day, 7 days a week by dialing 0 (zero) on your WHOI phone, or by calling 508-548-1401 from your cellphone for:
  - Urgent maintenance issues overnight or on weekends (non-urgent maintenance issues should be reported to the Housing Office);
  - If you forget your key and are locked out. PLEASE DO NOT TRY TO BREAK IN. Contact Security.

BE A GOOD NEIGHBOR

All of WHOI Housing is in close proximity to private homes. You represent the Institution to our neighbors and in the community. Please be a good neighbor.

- No outside activities or noise after 10PM on weeknights (Sunday through Thursday) and midnight on weekends (Friday and Saturday).

Where We Are

We are located on Quissett Campus on the first floor of the Clark Lab Building and in Challenger near Woods Hole Village.

Quissett Campus

Woods Hole Village
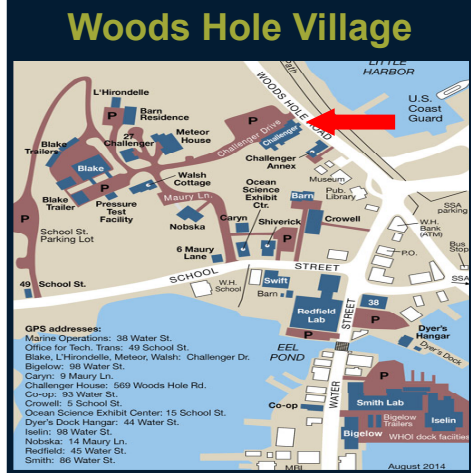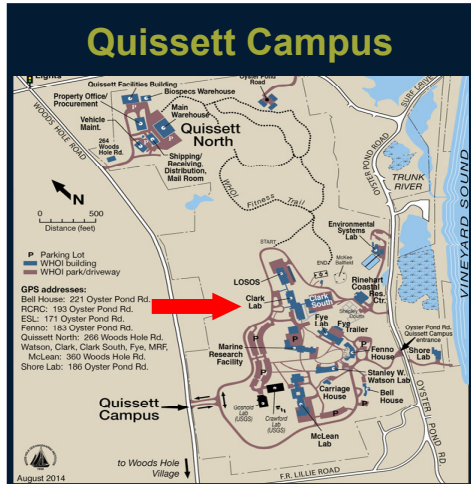
Who We Are

Keith Glavin
Senior Director

Business Systems

Nanci Pacheco
Director

Edgar McLaughlin
Project Manager

Karen Flaherty
Senior Business Analyst

Mitch Fleischman
Business Analyst

Joe Messina
DBA / Pro. / Sys. Admin

Ron Timm
Business Analyst

Danielle Donnally
Business Analyst

Applications Development

Nick Symmonds
Manager

Julie Allen
Web / Applications Programming

David Gaylord
Web and DB Development

Helen Gordon
Web and DB Development

Joe Futrelle
Web and DB Development

Ethan Andrews
Senior Software Developer

Sidney Batchelder
Programmer

Paul Mena
Senior Applications Administrator

Ryan Govostes
Senior Software Engineer

End User Technology Services

Scott Cramer
Manager

Fay Cali
Senior Desktop Support Analyst

Tim Barber
Desktop Support Analyst

Val Smirnov
Desktop Support Analyst

Alicia Rose
Network Technician

Daniel Montville
Help Desk Analyst

Networking

John Parker
Manager

Mike Bishop
Network Engineer

Andrew Caplice
Senior Network Engineer

Eric Bates
Network Engineer

Matthew Shipman
Network/Telecom Engineer

Servers / HPC/ Storage

Roberta Mazzoli
Manager

Matt Yorston
Network Tech. / Data Center Tech.

Betsy Lawler
Senior Systems Administrator

Ted Healy
Senior Systems Administrator

Security

Mark Jones
Manager

Rebecca Mann
Security Analyst

INFORMATION SERVICES

Resource Guide

Desktop Support

Email

Network

Phones

Data Storage

Servers

Business Systems

Security

Web

Software Dev

https://whoi-it.whoi.edu

What We Do

Information Services comprises 6 teams including Business Systems, Servers/Storage/HPC, End User Technology Services, Network and Operations, Applications Development, and Security. Our goal is to facilitate the scientific effort by providing technical support and information to users of information technology within the WHOI community.

Within these teams you will find technical resources that include:

– Advice on emerging technologies.
– WHOI's Telephone network infrastructure and maintenance.
– WHOI's Data network infrastructure and support.
– Centralized services such as:
  – E-mail
  – Remote Access
  – Web Development
  – File Transfers
  – Shared File Servers
  – Data Storage
  – Unified Communications
  – Network printing
  – Desktop Faxing

– Desktop Support, Mobile Devices
– Applications Development and Support
– Computer Training
– Win/Unix/Linux System Administration
– Data Center Hosting

These and more are available to all WHOI Staff, Faculty and Students. We also offer support for visiting scientific staff or students.

Getting Started

Accounts for email, wireless/remote access and others have likely been created for you by the IS Department. We recommend new staff/students check with their department administrator or hiring manager to confirm the following accounts have been created:

– **Email account and password**
– **Remote Access (VPN—DUO) and Wireless Access accounts and password**

See the "My Resources" section for information about accessing the various IS resources at WHOI including usernames and passwords.

Additionally, if you need to purchase a laptop or desktop computer (or configure an existing one), please have your department administrator or hiring manager submit a General Service Request to:

https://whoi-it.whoi.edu/new-service-request-form/

Web Resources

IS Quicklinks
https://whoi-it.whoi.edu/is-quicklinks

New Employees
https://whoi-it.whoi.edu/new-employee-checklist/

Getting Started with IS
https://whoi-it.whoi.edu/get-started-with-it/

IS Policies & Guidelines
https://whoi-it.whoi.edu/about-is/policies/

Email
https://whoi-it.whoi.edu/our-services/email-at-whoi/

Service Request Forms
https://whoi-it.whoi.edu/new-service-request-form/

Remote Access (VPN/DUO)
https://whoi-it.whoi.edu/our-services/security-services/duo2fa/

Phone Resources
IS Help Desk Internal: Dial ext. 2439
Outside WHOI: (508) 289-2439

My Resources

Information Services has created a temporary password for you. Please call the Help Desk 508-289-2439 to obtain your password. When you receive it, you must change this password here: **https://www.whoi.edu/changePassword** before proceeding below.

To log in:
Username: first initial—last name
Password: Your temporary password

To access the resources below use your new password from the step above*.

*Note: remote access/wireless accounts require a different password which you may obtain from the IS Help Desk (508-289-2439).

WHOI Directory Services Accounts (LDAP/AD)
Username: first initial—last name

Email Account @whoi.edu
Username: first initial—last name (i.e. jdoe)

Email on the Web
https://newwebmail.whoi.edu/login.php
https://owa.whoi.edu
Username: first initial—last name (i.e. jdoe)

Wired Network Access (register my computer)
https://netreg.whoi.edu
Username: first—initial last name

Wireless Network Access
Arctic/Eduroam
Username: WHOI Email (i.e. jdoe@whoi.edu)
Password: Remote Access/Wireless password

Remote Access (Requires DUO Enrollment) and Cisco AnyConnect (Contact the IS Help Desk for assistance)
vpn2.whoi.edu/whoi
Username: WHOI Email (i.e. jdoe@whoi.edu)
Password: Remote Access/Wireless password

Employee Online
https://emponline.whoi.edu
Username: first initial—last name (i.e. jdoe)

MyWHOI
https://www.whoi.edu/mywhoi/internal.go
Username: first initial—last name (i.e. jdoe)

Payroll (Unanet—timecard)
http://whoitime.whoi.edu/unanet/action/login
Username: first initial—last name (i.e. jdoe)

Network File Share (W and U Drives)
Username: first initial—last name (i.e. jdoe)
smb:\\fileshare.whoi.edu (Windows)
cifs:\\fileshare.whoi.edu (MAC)

GSuite (Google Drive) (requires some training. Contact the Help Desk to make an appointment)
https://drive.google.com
Username: WHOI Email (i.e. jdoe@whoi.edu)

Creative Studio

> *I have benefited from the services of WHOI Graphics over my entire career at WHOI. The quality of their work has been uniformly high and their illustrations have appeared in many of my publications, presentations, posters, and proposals. This quality is owed to their extensive experience in creating illustrations specifically for ocean science and engineering. While many scientists and engineers do their own graphics, I find that by giving [Graphics] the job, they not only do it much better (and faster!), but it frees me up to do what I am uniquely qualified for—science.*
>
> Tim Stanton
> Senior Scientist

We are a team of innovative and professional designers, illustrators, photographers, and technicians who help communicate ocean-related science, engineering, and education. Our state-of-the-art graphics department is staffed by highly-trained personnel well versed in all the latest technologies, hardware, and software.

Our services include graphic design and illustration, 3D modeling and animation, web design and development, photography, videography, and multimedia presentations.

Pricing

Large format scanning:
   » $15 setup fee, $5/scan, quantity pricing

Posters:
   » $85 to print, trim, laminate OR fabric material

Base pricing

These are rough estimates. For a more detailed quote on these and many other project possibilities, please call or stop by for a free consultation.

Poster design (includes printing):
   » 4-8 hours, up to $680

Lab website design & implementation:
   » 20-40 hours, or $1,600 - 3,200

Short videos and podcasts:
   » $1500 for 3 minutes

Animations:
   » $43 a second, or $2580 a minute

Framing:
   » $170 for 16x20" printed photo, mounted, matted, & framed

Slide/negative scanning:
   » $3-5/scan base, quality and quantity dependent

Free!

Camera loan program:
   » Take a high end camera on loan for a short or long term project

Initial consultations
   » There's no charge to talk to us

www.whoi.edu/creative | graphics@whoi.edu

WHOI Creative Studio

Administration

Katherine Joyce
Creative Director
Web design & development

» 508 289 3567

» kjoyce@whoi.edu

» www.whoi.edu/creative

Linda Skiba
Administration
Technical reports/theses
WHOI business cards/stationery

» 508 289 3516

» lskiba@whoi.edu

Design & Illustration

Eric S. Taylor
Graphic design
 (Print and web)
Multimedia design

» 508 289 2660

» etaylor@whoi.edu
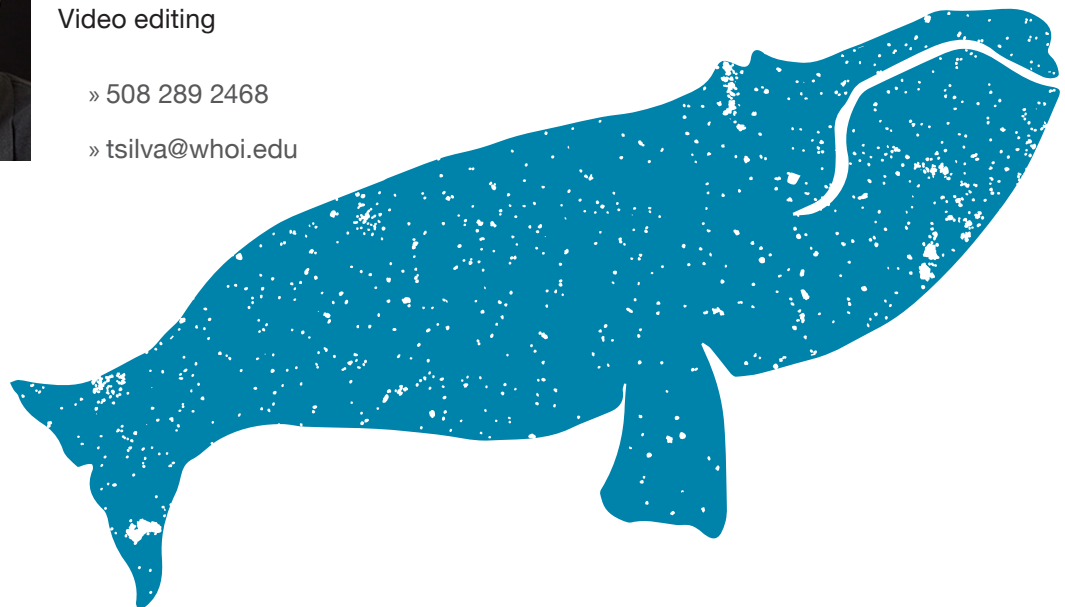
Natalie Renier
Science illustrator
2D animation
Interactive design

» 508 289 4837

» nrenier@whoi.edu

Audio and Video

Tim Silva
3D Modelling and Animation
Video production
Video editing

» 508 289 2468

» tsilva@whoi.edu

Local Transportation

WHOI Campus Shuttle
http://www.whoi.edu/facilities/page.do?pid=26455

Cape Cod Regional Transit Authority
508-385-1430
http://www.capecodtransit.org/

WHOOSH Trolley (summer only)
800-352-7155
http://www.capecodtransit.org/whoosh-route.htm

Peter Pan Bus
800-343-9999
http://peterpanbus.com/

Plymouth/Brockton Bus
508-746-0378
http://www.p-b.com/

Falmouth Taxi
508-548-3100
http://www.falmouthtaxi.com/

Upper Cape Taxi
508-540-1290

Cape Flyer
508-775-8504
http://capeflyer.com/#sthash.TuL9yl8z.dpbs

The Green Shuttle
866-934-6476
http://gogreenshuttle.com/

Enterprise Rent-A-Car
508-540-7784
http://www.enterprise.com/car_rental/home.do

National Car Rental
508-548-1303
https://www.nationalcar.com/

ONE BITE CAN CHANGE YOUR LIFE

TICK-BORNE DISEASES ARE PREVENTABLE

The Blacklegged Tick, also called Deer Tick, is abundant throughout Massachusetts. They can carry the organisms that cause Lyme disease, babesiosis, anaplasmosis, and relapsing fever. While tick-borne illnesses can be very serious if untreated, they are **preventable**.

—— APPROXIMATE ACTUAL SIZES ——

Deer Ticks

Adult Female | Adult Male | Nymph | Larva | Larva | Nymph | Adult

Lone Star Ticks

Adult Female | Adult Male | Nymph | Larva | Larva | Nymph | Adult

Dog Ticks

Adult Female | Adult Male | Nymph | Larva | Larva | Nymph | Adult
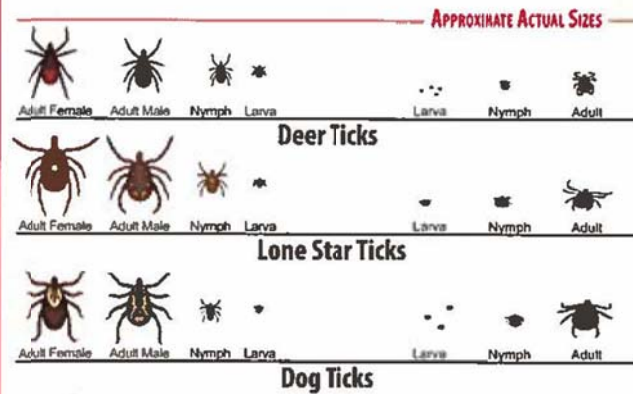
Understand Your Risk

Cape Cod Cooperative Extension can identify ticks for you and discuss prevention recommendations.

Call 508-375-6690 for information.

Nymph Stage Deer Ticks

- Are active from early May through early August
- Are about the size of a poppy seed
- Due to their small size pose the highest risk of getting a tick-borne disease
- About 1 in 4 nymph stage Deer Ticks carry Lyme disease.

Adult Stage Deer Ticks

- Are active from September through May
- Are about the size of a sesame seed
- About 1 in 2 adult stage Deer Ticks carry Lyme disease.

The risk of getting a tick-borne disease is year round.

RISK ↑

J F M A M J J A S O N D

Ticks can be active, even in winter, when temperatures are above freezing.

Tick Facts

- Tick habitat is in shady, damp, brushy, wooded areas including shrubs and gardens.
- Ticks cannot jump or fly. They attach to people, pets, or other animals that brush up against them.
- Nymph stage ticks are found mostly at ground level. Adult stage ticks can be found up to a couple of feet off of the ground on vegetation.

Tick Bite Prevention

- Do a tick check after coming inside and tumble-dry clothes for 20 minutes.
- Wearing light-colored clothing makes it easier to see ticks.
- Use repellents; read and follow all label instructions. There are two types of repellent:
  1. Products containing DEET may be used on skin.
  2. Products containing Permethrin may be used on clothing, not skin. Use Permethrin to treat clothing (active through six washings), or purchase pre-treated clothing (active through seventy washings).

Tick Removal
REMOVE TICK IMMEDIATELY and CORRECTLY

- Using pointy tweezers, grasp tick by the head (as shown) and pull straight up. Avoid twisting.
- DO NOT USE: matches, cigarettes, petroleum jelly, gasoline, nail polish remover, etc.
- After removing tick, apply anticeptic to bite area.
- Note date when tick was removed.
- Save tick for identification and testing.

Tick Testing

Laboratory of Medical Zoology: www.TickReport.com
Testing can be performed for all major diseases.

Useful Resources

- Cape Cod Cooperative Extension: www.capecodextension.org
- MA Department of Public Health: www.mass.gov/dph
- University of Rhode Island: www.tickencounter.org
- Barnstable County Department of Health and Environment: www.barnstablecountyhealth.org

Larry Dapsis, Entomologist
ldapsis@barnstablecounty.org
508.375.6642

Cape Cod Cooperative Extension
www.capecodextension.org

WHOI FITNESS TRAIL

(Website: http://www.whoi.edu/generalinfo/internal/fittrail/)

PLEASE NOTE: Due to the construction of the LOSOS building, the trail may be picked up at the Ring Road; the first station is #3.

The Fitness Trail is located along 1.5 miles of wooded paths encompassing over 60 acres in the most beautiful and peaceful walking areas of WHOI's Quissett Campus. The trail consists of a 20-station exercise system with instructional signs and exercise structures. The self-guided, self-paced system combines the three essential elements of total fitness (stretching/flexibility, muscle toning, and cardiovascular conditioning) into a balanced exercise routine. You perform the recommended exercises at each station and proceed through the routine with warm-up, conditioning, and cool-down exercises. Heart-rate guides allow you to gauge exertion levels and properly pace your workout.

Water is available at a fountain near Station 15, at 85 Oyster Pond Road.

Our fitness trail represents a continued commitment on the part of the Institution to employee wellness. It is also an excellent addition to our recreational complex. We hope you'll find it an ideal resource to improve your health and a fun way to reach your fitness goals. Proper footwear is recommended.

Watch out for poison ivy and ticks!
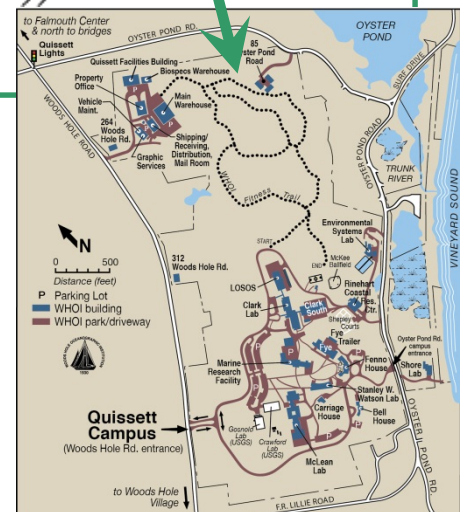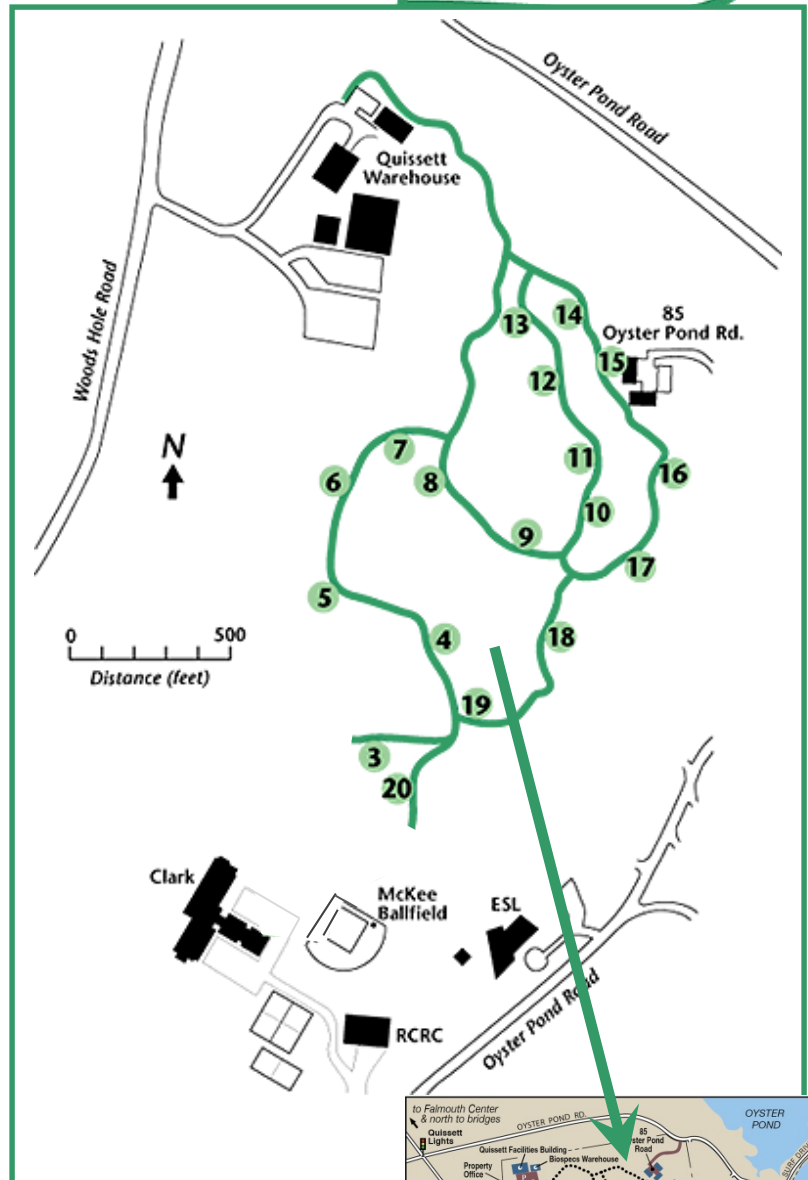
Shining Sea
BIKEWAY

Legend 🚲

━━━━━	Shining Sea Bikeway
━━━━━	Bike Routes on Roadways
═════	Highway
─────	Roadway
1 ────	Mile Markers (S ▶ N)

1	Point of Interest	🥛	Water	🚌	Bus Station
P	Parking	**ATM**	ATM/Bank	⛴	Ferry Station
🚻	Restroom (seasonal)	⚙	Bicycle Shop	**H**	Hospital
?	Visitor Information	🏊	Swimming Beach	⛱	Picnic Area
🍴	Food	**T**	Trail Connection		

Points of Interest 🚲

Distance in miles

S▶N	N▶S		
10.7	0.0	**16**	**North Falmouth.** Northern end of bikeway; main parking area.
8.8	1.9	**15**	**Cranberry bog,** privately owned. Cranberries have been harvested here each fall for over 100 years.
8.5	2.2	**14**	**Bourne Farm.** The cattle tunnel is a main trail crossing to 49 acres owned by Salt Pond Bird Areas Sanctuaries, Inc.
7.4	3.3	**13**	**West Falmouth.** Scenic West Falmouth Harbor.
6.7	4.0	**12**	Deck overlooking West Falmouth's Oyster Pond and the glacial moraine to the east.
6.4	4.3	**11**	**Great Sippewissett Marsh,** important salt marsh habitat for the Buzzards Bay ecosystem. The Town of Falmouth, Salt Pond Areas Bird Sanctuaries, Inc., and the Massachusetts Audubon Society protect 140 acres of the marsh.
5.4	5.3	**10**	**Little Sippewissett Marsh,** protected by the barrier dunes at Woodneck Beach. The name Sippewissett comes from the Wampanoag language, meaning "little cove" or "little river."
4.8	5.9	**9**	At about 50-ft elevation, here you cross the glacial moraine separating the Buzzards Bay and Vineyard Sound watersheds.
4.5	6.2	**8**	**Trail connection to Goodwill Park/Grew's Pond/Long Pond and Moraine Trail.** *Please be extremely careful crossing Rte. 28/Palmer Ave.*
3.6	7.1	**7**	**Falmouth Village.** Main parking area; go uphill on Depot Ave. to Highfield Hall and trail connection to Beebe Woods.
3.3	7.4	**6**	**Locust Street.** Original northern end of bikeway when dedicated in 1975. Limited parking. Visit the 300 Committee (a Falmouth land trust) office to obtain maps of conservation lands in Falmouth.
2.8	7.9	**5**	**Salt Pond.** Trail connection to access paths at Salt Pond Area Reservation (40 acres).
2.2	8.5	**4**	**Oyster Pond,** formed from a glacial kettle hole; stewardship of this watershed is provided by Oyster Pond Environmental Trust.
2.0	8.7	**3**	**Monument to Katharine Lee Bates,** author of "America the Beautiful."
1.8	8.9	**2**	**Trunk River,** the outlet from Oyster Pond into Vineyard Sound; seasonal alewife herring run.
0.0	10.7	**1**	**Woods Hole.** Southern end of bikeway; metered parking; research institutions, public aquarium, ferry to Martha's Vineyard

Scale 🚲

0	0.5	1	1.5km

0	0.5	1mi

N
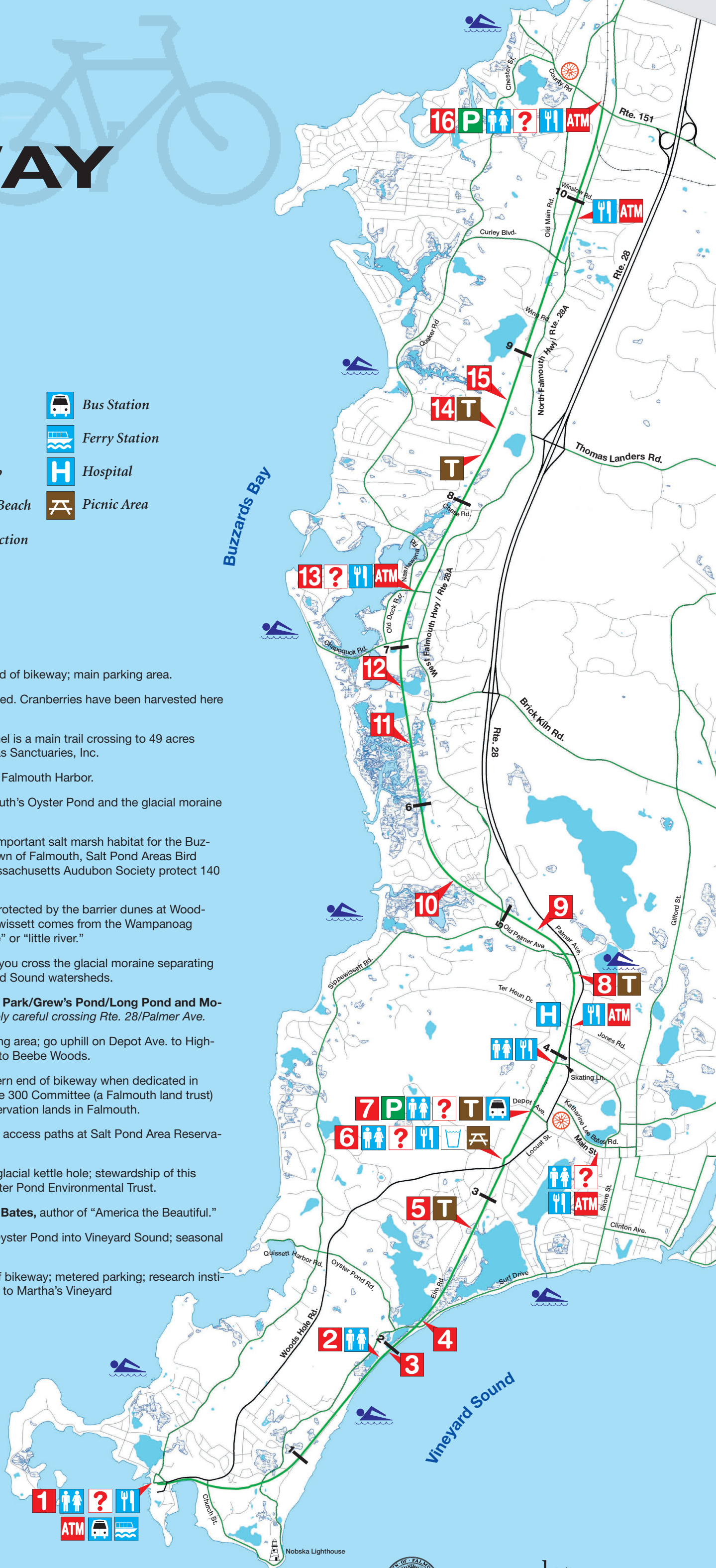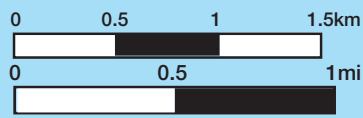
WordPress How to | Self-Serve Personal Site

How to sign up for a site

https://www2.whoi.edu/staff/website-signup/

How to login

https://www2.whoi.edu/staff/XXXXXX/wp-admin/

or **login** link in the footer of our website.

What is the Dashboard

Main section

Quick start instructions and videos. Email webdev@whoi.edu in case you have questions and ARE READY TO GO LIVE.

Starting from the top

- WHOI Sites – How to instructional videos
- My Sites – List of sites you are working on
- Your name – Link to your site
- New – where you can add new items

Left hand navigation

- Home – Link to Dashboard
- My Sites – List of sites you are working on
- Statistics – Stats for your website
- Video Tutorials – A library of wordpress videos
- Posts – this is where you add/update the News section of your site
- Media – this is where all your images and files are stored, you can organize your files in folders. There is a video about this under WHOI Sites
- Pages – this is where all of your pages are listed. Here you can add new pages, change the url of a page, make a page a draft or delete a page
- Comments – we do not use this
- Album Gallery Pro – use this to make slideshows and albums – there are video tutorials about this under WHOI Sites
- Tablepress – use this to make tables

- Appearance: Themes – change the background color – white or blue
- Appearance: Customize – change the nav from right aligned to under the banner Header > Header Layout – change Layout to Nav Centered and Fix Header to Fixed
- Appearance: Menus – this is where you add, remove or move pages in the menu
- Users – add new or existing users to the site
- Tools – we do not use this
- Settings: General – Under Site Title – change the banner text of your site
- Settings: General – Under Tagline – add words to explain what your site is about – good for search engine optimization (SEO)
- Settings: Reading – Search Engine Visibility - when you are ready to go live, uncheck Discourage search engines from indexing this site
- Settings: Media – this is where you can change the standard images sizes – not recommended

How to edit your site

To edit the pages on your site, you need to get into Page Builder

There are three ways to get to Page Builder

1. From the Dashboard, mouseover your name and click Visit Site, once in your site, you will see Page Builder.
2. From the Dashboard, go to Pages, in the list when you mouseover a page, you will see a link for Page Builder.
3. From the Dashboard, click on a page, click blue Launch Page Builder button.

To get to the Dashboard from Page Builder, mouseover your name and select Dashboard.

How to edit the Homepage

1. Click on content block or mouseover and use wrench to edit.
2. Change image – click on placeholder image and upload new image 450x300 or any size. Add alt text. (important for SEO).
3. Type over text to change it.
4. To change CV link if it is a pdf. go to the Dashboard, go to Media, add a folder call it pdfs, select Add New button, select the file, but in folder on right. If replacing the file – use button by Replace media. Copy url go back to front page – add link to CV.
5. To change email link – copy email address open link, paste, push enter.
6. Edit and delete modules as needed. If you delete a module and want it back, click Add Content on the top right. Open Saved Modules and drag the module you need back into place.

7. When finished select DONE on the top right – if you want to save your work but not publish, select Save Changes and Exit. The edits will save in the editor but will not show up on the published site.
8. If you want to edit more, select Page Builder on the top left.

Please note: Research Interests has code that shows or hides some content. This is also found other places on the site such as the Outreach page. To make this work, put this code around the text you want to hide. [expand title="Read more" swaptitle="Read Less"] hidden text [/expand].

How to edit the Project Index Page

1. Select Page Builder at the top left.
2. To edit intro click on content block or mouseover and use wrench.
3. To edit images click on content block or mouseover and use wrench, click on image and then select Add Media and upload new image, make sure the image has NO alignment selected.
4. Replace name of Project #1 and keep the style as Heading 3. Change descriptive text. Do this for all images modules that you need.
5. If you need more modules – go to Add Content on top right, select Row Layouts, 3 Columns. Copy one of the Project modules and move into one of the columns in the new Row layout.

How to edit a Project Page

1. Select Page Builder at the top left.
2. To edit content click on content block or mouseover and use wrench.
3. To change image, click on image, select Add Media, select or upload image , make sure the image has NO alignment, add caption, alt text and the large image size (1024x683).
4. Save module.
5. Edit right hand assets as before.
6. Select DONE on the top right when finished.

How to edit the Publications Page

1. Select Page Builder at the top left.
2. To edit **the Accordion menu**, click on content block or mouseover and use wrench.
3. Click Edit item under 2016 to add publications there. Can cut and paste from MS Word.
4. Move, copy or delete the items as needed.
5. Save module.
6. To edit the **straight list of publications**, click on content block or mouseover and use wrench and then paste the new content. To make the year headings, highlight the year and select Heading 3 in the wysiwig.
7. Edit right hand assets as before.
8. Select DONE on the top right when finished.

How to edit the Outreach Page

1. Select Page Builder at the top left.
2. To edit content click on content block or mouseover and use wrench.
3. To edit image, upload image to Media library and copy the url.
4. Go to image and click on the content block or mouseover and use wrench.
5. Paste url in Photo URL field.
6. OR Go to Photo Source and select Media Library from the dropdown
7. Select Replace – this will take you to the Media Library where you could select or upload an image.
8. Make sure all images on the page are the same dimension.
9. To add another Outreach Project you can duplicate a row or go Add Content, WHOI Rows, select Outreach- Project Row and drag to the place you want it on the page.

How to update or edit news items on the News Page

1. Go to Dashboard.
2. Select Posts from the left nav.
3. Add or edit a post.
4. To edit a post, mouseover post title, you will see option to edit.
5. Click edit.
6. Edit the text.
7. Add an image by selecting Add Media.
8. To have an image show up on the main News page, add a Featured Image

How to add video to a Page

There are two ways to add video to a page

1. Copy a Vimeo or YouTube link, go to the page you want the video, click on content block or mouseover and use wrench, once in the wysiwig, click the Text tab on the top right and paste the link. This works but the video is small.
2. To add a full width video, go to the Vimeo link and copy the embed code. Go to the page where you want to add the video. Click the Add Content button, Basic Module, Video. Drag that module to the place you want the video to appear in the page. Under Video Type select Embed. Paste Vimeo embed code here.

How to add a new Page to your site

- Go to the Dashboard, go to Pages, select Add New
- Give the page a title and push Publish
- Click on Page Builder tab and select a Layout Template closest to the layout you want.
- Edit as before

How to remove a Page from your site

1. Go to the Dashboard, go to Pages, All Pages and select the page you want to remove. On the right side, you will see a link in red Move to Trash.
2. If you want to remove the page from your site but get back to it at a later date, on the right side where it says Status, click the Edit link, from the dropdown, select Draft.
3. To remove the page from the navigation, Go to Appearance, Menus, open the page you want to remove, click the Remove link in red at the bottom.

Please note: Even if you remove a page from the menu, it is important to put the page in the trash or in draft form so they don't show up in search engines.

How to change the Page url

Go to the Dashboard, go to Pages, All Pages and select the page you want to change the url. Near the top of the page, select the Edit button near the Permalink.

How to make a Gallery

- You can edit the existing galleries by changing the photos in the templates.
- To make a new gallery
  1. Go to Dashboard
  2. Select Album Gallery Pro
  3. Select Add Album Gallery
  4. Add a title, on the bottom Select Gallery Images – upload images
  5. Select Add to Gallery
  6. Add a Featured image for the callout image
  7. Publish
  8. Select Album Gallery Pro
  9. Copy the longer short code - [aigpl-gallery-slider id="274"]
  10. Go to Gallery page – Click Page Builder
  11. Edit the html text module
  12. Paste shortcode
- To make an album, change the word slider to album [aigpl-gallery-album id="288"]
- To make a simple gallery without using Album Gallery Pro
  1. Go to Add Content, Row Layouts, 1 Column
  2. From Basic Modules, drag over Text Editor, click on content block or mouseover and use wrench to get to the wsywig.
  3. Click Add Media, upload or select images for the gallery, click Create Gallery on the right, then Create Gallery button. Next, you will get to the Edit Gallery screen, where you can change the Gallery Setting such as the number of column ofpics and the size. Link to Media file will open a larger version of the image.

4. To edit the gallery, click on content block or mouseover and use wrench to get to the wysiwig editor and then double click on the gallery image.

What to do when you are ready to go live

- Email webdev@whoi.edu. IS will make a url without the www2.whoi.edu for your site and redirect your old personal site to the new personal site.
- Go to Settings: Reading, at Search Engine Visibility, uncheck Discourage search engines from indexing the site.
- Add a link to the site on your WHOI Profile page.

Sample Sites

https://www2.whoi.edu/staff/afrese/

https://www2.whoi.edu/staff/wzhang/

https://www2.whoi.edu/staff/pzigah/