**Getting Started**

**Before you Arrive**

**□Confirm Start Date with Advisor and Education Coordinator**

Communicate and discuss start date with advisor(s) and education coordinator. We encourage you to arrive over the weekend and begin on a Monday. For those with WHOI-based advisors, the Woods Hole summer session runs from June 2 to August 26, 2023. You must be enrolled for at least 8 weeks, up to a maximum of 12 weeks, to receive a stipend amount that is based on the number of weeks enrolled. Vacation taken during this time does not count towards your 8 to 12 weeks. The latest date to start the WHOI summer session is July 5. Those with MIT-based advisors may choose to get started on research with their advisor in Cambridge during the first summer. The summer session at MIT runs from June 12 to August 22, 2023. Alternatively, students with MIT-based advisors may choose to spend their first summer in Woods Hole working with a WHOI faculty member. Students interested in either option should discuss the possibilities with their advisor.

**□ Share Start Date with Sarah Moriarty (**[**sarah.moriarty@whoi.edu**](mailto:sarah.moriarty@whoi.edu)**)**

**□ Accessing Your WHOI Email Account, Wireless Network, VPN, and DUO**

Sarah Moriarty will email you a password-protected document with your email account, passwords, and instructions. Please call the WHOI IS Technical Assistance Center (TAC) at 508-289-2439 or [helpdesk@whoi.edu](mailto:helpdesk@whoi.edu) if you have questions or difficulty accessing your credentials. You should have access to your WHOI accounts on your check-in date. If you have any trouble accessing your accounts, call or email the WHOI TAC at 508-289-2439 or [helpdesk@whoi.edu](mailto:helpdesk@whoi.edu) (and copy Sarah Moriarty [sarah.moriarty@whoi.edu](mailto:sarah.moriarty@whoi.edu)) for assistance. **Please note that email and ticket requests submitted after-hours or on weekends will be responded to during normal business hours.** 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 WHOI 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](https://emponline.whoi.edu) 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](https://emponline.whoi.edu). Enter your email username and your email password.

**□ Complete and Submit** [**Check-in Forms**](http://mit.whoi.edu/whoi-check-in-forms-for-incoming-students) **At Least 1 Week Prior To Your Start Date.**

Forms are available on the JP website under current students, academic resources and must be submitted at least 1 week prior to your start date to accommodate remote processing.

***---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 1 week prior to your start date.

***---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 MIT ISO’s [pre-arrival and after arrival tasks.](https://iso.mit.edu/getting-started/pre-arrival-checklist/) This is required, or 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). MIT ISO recommends that students set up multiple [DUO Authentication](http://kb.mit.edu/confluence/display/istcontrib/Duo+Authentication+Landing+Page) methods (other than text message) prior to arrival at MIT. For more information, please contact [MIT Information and Systems Technology.](http://ist.mit.edu/)

**Your First Three Days at WHOI**

□ **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.

**□ Complete Environmental Health and Safety Training**

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

* General Safety Awareness Online Training
* KnowBe4 - Security Awareness Training 2021
* Preventing Harassment and Discrimination: Gateway

[https://www.inspiredlms.com/Login/whoiTMS/consumer.aspx](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.inspiredlms.com%2FLogin%2FwhoiTMS%2Fconsumer.aspx&data=05%7C01%7Clfraser%40whoi.edu%7C012aca2724ec4af8a88108da5f49baac%7Cd44c5cc6d18c46cc8abd4fdf5b6e5944%7C0%7C0%7C637927067622103316%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=6zwlct6jVP5WCEVwaVmBUjMZK8%2BOAV1ufsrNRMDdmmw%3D&reserved=0)

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](https://emponline.whoi.edu) 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](mailto:drichard@whoi.edu) or at 508-289-2377.

**□ 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](https://www.whoi.edu/campus-notification/) 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](https://whoi.unanet.biz/whoi).

Review this 5-minute training [video](http://mit.whoi.edu/personal-vehicle) and [guide](https://mit.whoi.edu/wp-content/uploads/sites/24/2019/07/Unanet_training_Guide_255704_270344.pdf) for instructions on using UNANET.

**□ 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](http://kands.whoi.edu/) through the facilities department and will need to upload a copy of your registration.

**□ Review your Discipline’s** [**Handbook**](http://mit.whoi.edu/handbooks)

**□ Review and Discuss Faculty/Student** [**Responsibilities**](http://mit.whoi.edu/responsibilities) **with Your Advisor**

**□ Complete** [**Safety Training**](https://www.inspiredlms.com/whoiTMS/AdditionalPages/Page/762)**,** [**Disclosure Form**](https://research.whoi.streamlyne.org/) **and** [**Conflict of Interest Training**](https://generalcounsel.whoi.edu/wp-content/uploads/sites/48/2019/06/Conflict_of_Interest_Training_Registration_Instructions_226264.pdf)

**□ Office/Lab Keys**

If needed, contact your advisor and/or department administrator to obtain office/lab keys.

**Academic Programs Office (APO) Contacts**

|  |  |  |
| --- | --- | --- |
| **NAME** | **EMAIL** | **TOPIC** |
| **Meredith Bittrich**  Registrar | [meredith.bittrich@whoi.edu](file:///C:\Users\meredith.bittrich\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\GV9OKL2D\meredith.bittrich@whoi.edu) | Registration, Grades, Transcripts, Class Scheduling, Class and Seminar Video Links, Conference Travel Reimbursement, Health Care, Computer Loan, Childbirth Accommodations |
| **Christine Charette**  Budget Manager/Title IX Coordinator | [ccharette@whoi.edu](mailto:ccharette@whoi.edu) | Financials, Tuition, Stipend, OVF, Gym Membership, Title IX |
| **Ellie Doyle**  Building Caretaker | [ellenmarie.doyle@whoi.edu](mailto:ellenmarie.doyle@whoi.edu) | Housing Maintenance |
| **Janet Fields**  Postdoc Coordinator | [jfields@whoi.edu](mailto:jfields@whoi.edu) | Postdoc Information |
| **Sarah Moriarty**  Graduate Admissions and Student Affairs Officer | [Sarah.moriarty@whoi.edu](mailto:Sarah.moriarty@whoi.edu) | Student Affairs, Meeting Video Links, Thesis Preparation and Defense Scheduling, Student Center Oversight, JP Website, Room Reservations, Check-ins/Check-outs, Admissions, Open House, Student Letters |
| **Tricia Gebbie**  Guest Student Coordinator | [Guest-student-coordinator@whoi.edu](mailto:Guest-student-coordinator@whoi.edu)  [tgebbie@whoi.edu](mailto:tgebbie@whoi.edu) | Guest Student Appointments, Intercampus Travel Reimbursement for JP students |
| **Ann Tarrant**  Associate Dean | [atarrant@whoi.edu](mailto:atarrant@whoi.edu) | Academics, Advising, Concerns, Career Advice |
| **Kama Thieler**  Undergraduate Programs Coordinator | [kthieler@whoi.edu](mailto:kthieler@whoi.edu) | Summer Student Fellow and Semester at WHOI programs |
| **Meg Tivey**  Dean | [mktivey@whoi.edu](mailto:mktivey@whoi.edu) | Academics, Advising, Concerns, Career Advice |
| Housing Coordinator | [housing@whoi.edu](mailto:housing@whoi.edu) | Housing Requests, Dean’s Calendar |

**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)](http://odge.mit.edu/)
* [MIT Graduate Student Support (GPS)](http://odge.mit.edu/development/gps/)
* [MIT Mind and Hand Book](http://handbook.mit.edu/" \o "MIT Mind and Hand Book)
* [MIT Ombuds Office](http://web.mit.edu/ombud/)
* [MIT Personal Support & Wellness](http://web.mit.edu/Student/personal_support.html)
* MIT Resources for Easing Friction and Stress (REFS)
* Advisor/Supervisor
* [Education Coordinator](https://mit.whoi.edu/about/governance/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](https://mit.whoi.edu/about/governance/joint-program-committee/)

Each Joint Committee has academic oversight responsibility for your progress from admission to approving your thesis

* [MIT-WHOI Joint Program Administration](https://mit.whoi.edu/about/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](https://www.whoi.edu/HR/page.do?pid=166536) (ESAP) service is provided by [KGA, Inc.](https://kgreer.com/) 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](http://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](http://mit.whoi.edu/current-students) under General Information and Student Resources.

# **MIT-WHOI JP Diversity, Equity, and Inclusion**

Increasing representation, having a diverse student body, and advancing inclusion are critical to the MIT-WHOI JP’s mission, and to the missions of both MIT and WHOI.

“A diverse student body is and has long been critical to the educational mission of MIT. We are [committed](http://web.mit.edu/mission.html) to providing our students “with an education that combines rigorous academic study and the excitement of discovery with the support and intellectual stimulation of a diverse campus community.””  From [MIT's Diversity Statement](https://mitadmissions.org/policies/#diversity)

Increasing representation and advancing inclusion is critical to WHOI’s core mission of exploration and discovery in a diverse and connected world. “It is not enough to state that we believe in diversity, equity, and inclusion. We need to take action to create a culture in which the voices of all people are fully heard and fully included, because it is the right thing to do. There are many barriers facing people from traditionally marginalized groups. At WHOI, we are committed to identifying and removing those barriers for richer academic discussion and a healthier research community.” From [WHOI's Diversity, Equity and Inclusion Hub](https://www.whoi.edu/who-we-are/about-us/diversity-equity-and-inclusion/)

### Diversity, Equity, and Inclusion Resources at MIT and at WHOI include:

**At MIT**

* [MIT Statement on the Role of Diversity](https://mitadmissions.org/policies/#diversity)
* [Institute Community and Equity Office](https://diversity.mit.edu/)
* [GradDiversity](https://oge.mit.edu/graddiversity/)
* [Diversity Initiatives](https://gradadmissions.mit.edu/about/diversity-initiatives)
* [Grad Diversity Ambassadors](https://oge.mit.edu/graddiversity/graduate-diversity-ambassadors/)
* [Graduate Student Council DEI Committee](https://gsc.mit.edu/committees/diversity/)
* Graduate Womxn
* [LGBTQ Resources](https://lbgtq.mit.edu/stay-connected)
* [Native American Student Association](https://engage.mit.edu/organization/nasa)
* [Black Graduate Students](http://bgsa.mit.edu/)
* [American Indian Science & Engineering Society](http://web.mit.edu/aises/www/)
* [LatinX Students](https://engage.mit.edu/organization/lgsa)
* [Asian American Students](https://news.mit.edu/2020/expressing-immigration-stories-rooted-zine-1130)
* [Affinity Groups/Centers for Student Support](https://mit.whoi.edu/wp-content/uploads/sites/24/2021/02/MinorityStudentGroupsHandout.pdf)

**MIT Dept. DEI Support**

* [Aeronautics and Astronautics](https://aeroastro.mit.edu/about/statement-race-and-diversity)
* [Biology](https://biology.mit.edu/about/diversity/dei-council/)
* [Biology Community Diversity Seminar](https://twitter.com/bdc_mit)
* [Civil and Environmental Engineering](https://cee.mit.edu/about/diversity-and-inclusion/)
* [Electrical Engineering and Computer Science](https://www.thrive-eecs.mit.edu/)
* [Mechanical Engineering](http://meche.mit.edu/people/diversity-equity-and-inclusion)
* [Earth, Atmospheric and Planetary Sciences](https://eapsweb.mit.edu/about/diversity-equity-and-inclusion-committee)
* [Towards Inclusion and Diversity in EAPS (TIDE)](http://tide.scripts.mit.edu/home)

**At WHOI**

* [WHOI Diversity, Equity, and Inclusion](https://www.whoi.edu/who-we-are/about-us/diversity-equity-and-inclusion/)
* [Committee for Diversity, Equity, and Inclusion](https://web.whoi.edu/cdi/)
* [DEI Resource Library](https://web.whoi.edu/cdi/resource-library/)
* [Diversity Hub](https://web.whoi.edu/cdi/whoi-diversity-hub/)
* [International Committee](https://website.whoi.edu/internationalcommittee/)
* [Women’s Committee](https://web.whoi.edu/womens-comm/)
* [Gays, Lesbians, and Others in Woods Hole (GLOW)](https://website.whoi.edu/glow/)
* [Workplace Climate Committee](https://web.whoi.edu/wcc/)
* [Affinity Groups/Centers for Student Support](https://mit.whoi.edu/wp-content/uploads/sites/24/2021/02/MinorityStudentGroupsHandout.pdf)
* [WHOI Affinity Groups (internal)](https://web.whoi.edu/wcc/internal/affinity-groups/)

**Registration**

**Summer Registration**

* Students register for research each summer, fall, and spring term. For information on which research subjects to register for, please look [here](https://mit.whoi.edu/campus-life/student-resources/academic-resources/registration-instructions/).
* June – WHOI Registrar approves registration for WHOI-based students (summer research); student receives email notification and must submit registration to complete the process; registration deadline is June 16th.
* A math refresher is offered in July and August – noncredit, not on registration. More information on the summer math refresher will be sent in the coming weeks.

**Preregistration**

* Students should make sure to preregister for any subjects they plan to take in the fall by June 22nd.

**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 by Registrar when advisor’s permission is received.
* Student receives notification of approval and must submit by September 6 to complete the process.
* 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.

Full instructions regarding registration can be found on the [JP registration web page](https://mit.whoi.edu/campus-life/student-resources/academic-resources/registration-instructions/).

Many JP subjects are linked via videolink (VL) between WHOI and MIT. Those subjects are recorded, and the recordings are available on the Canvas (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](https://mit.whoi.edu/academics/policies/health-insurance/).

**Falmouth Sports Center Health Club**

WHOI's Academic Programs Office offers JP students subsidized access to the [Falmouth Sports Center Health Club](http://www.falmouthsportscenter.com/). This 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://oge.mit.edu/graduate-admissions/costs-funding/stipend-rates/> 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: <https://registrar.mit.edu/registration-academics/tuition-fees/graduate>

# **Title IX Related Concerns, Information, and Reporting**

For more details, see <https://www.whoi.edu/what-we-do/educate/apo/reporting-concerns/>

**Title IX Offices**

Both MIT and WHOI are committed to fostering an educational and working environment free from gender-based discrimination. [Gender-based discrimination](https://titleix.mit.edu/students/policies" \l "Sexual%20Harassment), 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 IDHR Office WHOI’s Title IX Office

120 Massachusetts Ave. Christine Charette  
W31-120 Clark Lab, Room 223

617-715-4080 508-289-2848

[idhr@mit.edu](mailto:idhr@mit.edu) [titleix@whoi.edu](mailto:titleix@whoi.edu)

### Students Filing a Title IX Incident at WHOI May Contact

* WHOI Title IX Coordinator: [titleix@whoi.edu](mailto:titleix@whoi.edu) or 508-289-2848
* WHOI HR EEO Officer: [eeo@whoi.edu](mailto:eeo@whoi.edu) or 508-289-2705
* WHOI Dean or Associate Dean: 508-289-2200

### WHOI Resources Available

**Employee and Student Assistance Program (ESAP)**: 800-648-9557

**KGA** offers free, confidential consultations, counseling and targeted referrals at no cost to you. Contact the ESAP 24/7 at: 800-648-9557 or visit [www.kgreer.com](http://www.kgreer.com) and entering company code: WHOI

**WHOI EthicsPoint** confidential hotline: 866-868-0920; [www.ethicspoint.com](https://ethicspoint.com/)

The WHOI Ethics Hotline is available to you through EthicsPoint. Offering integrated telephone and web-based anonymous hotline reporting services, EthicsPoint provides individuals with the tools and information necessary to report, receive, investigate, and analyze all identified issues that may be inconsistent with our policies.

* [WHOI Harassment Policy](https://www.whoi.edu/wp-content/uploads/2020/09/Policy-Against-Harassment.pdf)
* [Respectful Workplace and Violence Prevention Policy](https://www.whoi.edu/wp-content/uploads/2020/09/Policy-Respectful-Workplace-and-Violence-Prevention.pdf)
* [WHOI Code of Conduct Policy](https://www.whoi.edu/wp-content/uploads/2020/09/Code-of-Conduct-Policy.pdf)
* MIT-WHOI Joint Program Students have full access to [MIT resources](http://idhr.mit.edu/)

**Independence House** 24-Hour Hotline: 800-439-6507; [https://independencehouse.org/](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Findependencehouse.org%2F&data=05%7C01%7Cdpandya%40whoi.edu%7Cd5245754686540bb51df08da26bade24%7Cd44c5cc6d18c46cc8abd4fdf5b6e5944%7C0%7C0%7C637864881278005144%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=wg49mavO9O9pOpDZ2bJ0MKTjV51W9IbHgHTPXAgNWxs%3D&reserved=0)

Independence House is the only comprehensive community-based organization on Cape Cod providing free and confidential specialized services and widespread programs for children (ages 5+), teens, adults and the later-in-life community who are survivors of, or impacted by domestic or sexual violence. All Independence House staff meet the statutory requirements of The Massachusetts General Laws (MGL Chapter 233, Sections 20J and 20K).

### Emergency Contact

WHOI Security: 505-289-2911  
Falmouth Police: 774-255-4527

### Students Filing a Title IX Incident at MIT May Contact

### <https://idhr.mit.edu/reporting-options>

### Joint Program students have full access to resources available at both WHOI and MIT.

**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](https://www.mass.gov/service-details/tick-borne-disease-information-for-the-public)

**ORCID Open Researcher & Contributor ID**

An [ORCID ID](http://www.mblwhoilibrary.org/services/orcid-open-researcher-contributor-id) is a persistent digital identifier that distinguishes each researcher across national boundaries and work places. ORCID IDs are free for individuals.

**Microsoft 365 (M365)**

Microsoft 365 applications may be accessed at [office.com](https://www.office.com). Sign in using your WHOI email address and password. Follow the instructions and see trainings provided on the Information Services Department [website.](https://whoi-it.whoi.edu/microsoft_365/)

**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>

**Social Media**

Make sure you follow WHOI on our social media platforms

[www.whoi.edu](http://www.whoi.edu)

Facebook.com/WoodsHoleOcean

Twitter: @WHOI

Instagram: woodshole\_ocean

Use #MIT\_WHOI for the MIT-WHOI Joint Program

**Computer Loan**

[Interest-free loans](https://mit.whoi.edu/academics/policies/computer-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)](http://jpreps.mit.edu/)

[Workplace Climate Committee (WCC)](https://web.whoi.edu/wcc/)

[Committee for Diversity, Equity, and Inclusion](https://web.whoi.edu/cdi/)  
[Gays, Lesbians, and Others in Woods Hole (GLOW)](https://www.whoi.edu/page.do?pid=108416)

[Woods Hole Diversity Advisory Committee (WHDAC)](http://www.woodsholediversity.org/)

[Women’s Committee](https://www.whoi.edu/page.do?pid=36355)

[Safety Committees](https://intranet.whoi.edu/safetycommittee/)

[Broader Impacts Group (BIG)](https://web.whoi.edu/big/)

[International Committee](https://website.whoi.edu/internationalcommittee/)

[Sustainability Task Force (STF)](https://web.whoi.edu/sustainability/)