

GUEST STUDENT INFORMATION SHEET

On your start date you will need to contact:

INFORMATION SERVICES (IS): The Information Services (IS) Helpdesk will provide you with wireless network access for EduRoam, as well as your WHOI email address. Please contact the IS Helpdesk at 508-289-2439. You will need your WHOI Employee ID number and will want to ask for your temporary password. You are also encouraged to sign up for our [Campus-Wide Emergency Notification Service](#).

Log in to Workday using your WHOI credentials to complete these tasks:

INTELLECTUAL PROPERTY (IP) AGREEMENT
POLICY ACKNOWLEDGEMENT FORM
PAYROLL MEMO

At a minimum, all new arrivals at the Institution must take the following mandatory training courses on Workday (your department/lab may require additional training courses).

1. *General Safety Awareness Online Training*
2. *KnowBe4 - Security Awareness Training*
3. *Respectful Workplace and Anti-Harassment Training*

Questions regarding training may be addressed to Ashley Whalen in the Environmental Health & Safety office (EH&S): 508 289-3347 ashley.whalen@whoi.edu

FOREIGN NATIONALS: If you are not a US Citizen or permanent resident, please be sure to do the following:

Make [an appointment](#) within three days of your WHOI arrival to show all visa documents to the Foreign National Advisor.

If you are receiving *any* type of compensation from WHOI (e.g., stipend, housing, travel allowance, etc.), please make sure you have completed the **Foreign National Information Form** on Workday. Questions regarding the form can be directed to [Dena Richard](#) in the Payroll Office (508-289-2377).

If you are to receive a stipend and/or funds towards housing or travel from WHOI, you must apply for a US Social Security number (SSN) <https://www.ssa.gov/ssnumber/> and open a US bank account. Map and directions to the Social Security Office in East Falmouth can be found here: <http://www.ssofficelocation.com/east-falmouth-social-security-office-so635>. While there, you will receive a receipt that shows you have applied for a card (you will not receive your actual Social Security Card via US mail for up to two weeks). To ensure that you receive your card, be sure to use your lab or Sponsor's WHOI mailing address when applying (see example below):

*Your name: c/o Your Sponsor's name
WHOI, Your Sponsor's Mail Stop #
266 Woods Hole Rd.
Woods Hole, MA 02543*

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WHOI IDENTIFICATION CARD (ID)/LIBRARY CARD: A library card for the MBL-WHOI Library (which is also your WHOI ID card), can be obtained at the MBL Swope Center. Please wait 24 hours after your start date before requesting an ID, so that you appear in the system. Click [here](#) for a map and quick start guide.

PARKING/OFFICE KEYS: WHOI parking passes are issued on a month-to-month basis. If you need a parking pass, please go to Smith Lobby/security desk. Smith lobby (86 Water Street) is the building across the street from Woods Hole Market (87 Water Street). They will ask you for your employee ID#, make and model of your car and the license plate number.

If your stay extends to six months or beyond, you may apply for a temporary parking sticker. Your sponsor or department administrative professional can assist you with obtaining either pass and will most likely issue your lab keys.

HOUSING: If you are assigned to WHOI Housing, please check in with the Housing Coordinator housing@whoi.edu.

Below are some links to websites that might help you get acquainted with WHOI and the surrounding Woods Hole/Falmouth area:

- Driving [directions to campus](#)
- WHOI [shuttle schedule](#)
- Links to [Local Transportation](#)
- WHOI [Bike Loaner program](#)
- Shining Sea [Bike Path](#)
- MBL/WHOI [Library](#)
- An online hub for sharing non-scientific, everyday life information: <http://wiki.whoi.edu/>
- WHOI [seminars and events](#) calendar
- Breakfast and lunch options on campus: [The Buttery](#)
- WHOI 2026 [Payroll & Holiday Calendar](#)
- WHOI [Fitness Trail](#)
- Learn about [tick-borne diseases and prevention](#)