**NPGS Staff Entrance and Exit Checklist**

**This checklist includes NPGS-specific tasks to consider when a curator/curatorial staff enters or exits. It does not replace any location, Area, or ARS checklists.**

| **Task** | **Contact/Procedure** |
| --- | --- |
| ☐ Update NPGS-specific group email.As of October 2022, there is a single email group for the NPGS: ARS-GRIN-All. Each site can determine who they want to add to it. At a minimum, all curators should be included in the ARS-GRIN-All group.  | [Both Entrance and Exit]Contact any location or Area IT Specialist who has permission to edit ARS Outlook groups. Kurt Endress (kurt.endress@usda.gov) can also update ARS-GRIN-All.  |
| [ ]  Obtain access to the Plant Germplasm Operations Committee (PGOC) SharePoint site. [PGOC SharePoint site](https://usdagcc.sharepoint.com/sites/ARS-NEA/barc/PGOC/SitePages/Home.aspx).This is a repository of NPGS-specific information including minutes and presentations from past meetings, reports, NPGS maps, etc. Access is permission-based.  | [Both, primarily Entrance] To receive permission, contact Gary Kinard (gary.kinard@usda.gov) in NGRL.  |
| [ ] Create GRIN-Global (GG) Public Website profile. NPGS staff routinely use the NPGSWEB/GG (production) database and Public Website. They may also wish to use the TRAINING (practice) database.  | [Entrance]Users self-register to create their own GG Public Website profile online at the NPGSWEB database. The site URL is:<https://npgsweb.ars-grin.gov/gringlobal/search>Most NPGS users should also register on the GG TRAINING website if they intend to practice and complete any GG training exercises. The site URL is:<https://training.ars-grin.gov/gringlobal/search> |
| [ ] ObtainGRIN-Global Curator Tool account for permission to write to and edit the database. Most NPGS staff should request access to two databases: NPGSWEB (production) and the TRAINING (practice) database.As of December 2022, a self-service password reset (SSPR) is available if an account holder forgets their password or lets it expire. SSPR Tool: [https://npgsweb.ars-grin.gov/ggtools/Login/RequestPasswordReset](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnpgsweb.ars-grin.gov%2Fggtools%2FLogin%2FRequestPasswordReset&data=05%7C01%7C%7C9c70ca0c216f493bf47608dada27d634%7Ced5b36e701ee4ebc867ee03cfa0d4697%7C0%7C0%7C638062161871655778%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=%2Fm%2BM8q77Zjb02Mi5EGmdbXoKEkKDp5%2Fu7rXO6%2BRTPyA%3D&reserved=0) | [Entrance] Contact Benjamin Haag in NGRL (benjamin.haag@usda.gov) as the DBA.Provide name, location, and email address. Also, indicate if a GG Public Website profile has been created. NPGS staff can have enhanced access to additional reports on the website that are not available to the public.   |
| [ ] Receive GRIN-Global training and documentation assistance. | [Entrance] Bookmark the project page at <https://www.grin-global.org/>. User documentation is at<https://www.grin-global.org/userdocs.htm>Contact Marty Reisinger (marty.reisinger@usda.gov) to arrange individual or group training.  |
| [ ] Update ownership of records in the GRIN-Global database. Particularly important is the ownership of accessions, inventory, and any inventory maintenance policies owned by the person who is leaving. Note that child records of accessions and inventory should also be properly updated. | [Both, primarily Exit]Transfer ownership records and associated permissions for GG data. This should be completed before an offboarding staff member who owns records leaves. See site Research Leader or primary GRIN contact for assistance. Although this should be done by the site, Benjamin Haag (benjamin.haag@usda.gov) can assist with this task if the site lacks the capacity. |
| [ ]  Delete unneeded GG CT account. There is currently no mechanism to delete a GG Public Website profile, although it can be inactivated by the DBA. | [Exit]Contact Benjamin Haag in NGRL (benjamin.haag@usda.gov) as the DBA. |
| [ ] Update crop/curator listing linked from the NPGS map on the GRIN home page: <https://www.ars-grin.gov/Pages/Collections> | [Both]Review the online document <http://grin-global.org/docs/gg_changing_site_information.pdf> for details on adding / updating curators to your site’s web page or contact NGRL’s DBA Benjamin Haag (benjamin.haag@usda.gov) for assistance. |

**Acronyms Used:**

ARS - Agriculture Research Service

DBA - Database Administrator

GRIN/GG – Germplasm Resources Information Network and GRIN-Global.

NGRL - National Germplasm Resources Laboratory

NPGS - National Plant Germplasm System

PGOC - Plant Germplasm Operations Committee