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Enabling Grids for E-sciencE

Registration procedure, Computer accounts & CERN site access

Marie-Laure Bourgeois-Schutz
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www.eu-egee.org

Information Society
and Media

Anyone working in EGEE-III must **register as a project member**

- **Why do you need to register as an EGEE member?**

  - **To be identified as a project collaborator**
  - **To get CERN computer accounts**
  - **To facilitate your visits to CERN**

  ➔ Follow detailed instructions on:

    https://egee-technical.web.cern.ch/egee-technical/procedures/Registration/EGEE3/reg-procedure.htm

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You need CERN computer accounts:

- To be included in **PPT** to give you access to your timesheets and cost-claims
- To access **EGEE Documents** in EDMS (Document Management System)
- To access **EGEE meeting agendae** on Indico
- To be included in **SIMBA** mailing lists

  Please note that all systems mentioned above rely on the NICE/Windows password

  Your computer accounts will be created once your registration is fully completed. (2 days for processing)

For EGEE-II members continuing their collaboration in EGEE-III:

- All EGEE-II members have been included in PPT-EGEE-III (data checked by the Activity Supervisors)

- The contracts of the External collaborators as well as their computer accounts remain valid

- The Unpaid Associate (UPAS) collaborators will have to renew their contract if it has expired (they receive a warning a few weeks before the expiry)

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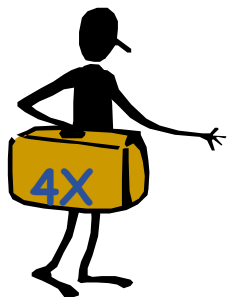
For "new" EGEE-III members :

- **Two types of contracts:**

    A - CERN External collaborator

    B - CERN Unpaid Associate (UPAS)

A) CERN External Collaborator (registration managed by the EGEE **Registration Team**).

Most of the EGEE members have an External contract. It is the most convenient for you when:

- **You plan to visit CERN at most four times per year**

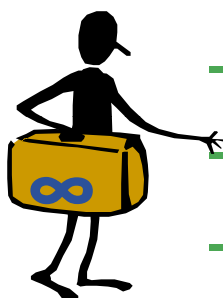- **Your stay never exceeds two days**

→ **Provide a copy of your Identity card or passport**

→ **Fill in an EGEE-III form on:**

   http://egee-technical.web.cern.ch/egee-technical/procedures/Registration/EGEE3/Egee3-ExternalForm.htm

B) CERN UPAS (registration managed by the Users Office)

You should choose this contract which has a duration of one year because:

- **You plan to visit CERN quite often**
- **Your stays exceed more than two days**
- **You need a long term visitor badge**

Fill in a UPAS form on :

http://ph-dep.web.cern.ch/ph-dep/UsersOffice/UsersContractsInfo/UserContractsRegistration.htm

→ **Bring it personally to the Users Office (Building 55) with the required documents**

→ **Fill in the EGEE-III form on:**

http://egee-technical.web.cern.ch/egee-technical/procedures/Registration/EGEE3/Egee3-UPASForm.htm

- To renew your CERN UPAS registration (within 2 months of your contract expiring)

→ **Fill in the following UPAS form on :**

http://ph-dep.web.cern.ch/ph-dep/UsersOffice/UsersContractsInfo/UserContractsModification.htm

If you do not renew your registration, your computer accounts will be blocked !

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- **Leaving the Project:**

  For any member leaving the Project, the Activity Supervisor should **inform the EGEE Registration team** by sending an e-mail to project-eu-egee-registration@cern.ch.

  In addition, a **UPAS** collaborator should **inform the Users Office** and follow their "Leaving CERN" check list on:

  http://ph-dep.web.cern.ch/ph-dep/UsersOffice/UsersContractsInfo/EndofContract.htm

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If you are coming to CERN…

– **As External collaborators**

You need to request a visitor badge from the meeting organiser by email before each visit to CERN (**2 days duration maximum**)

– **As UPAS**

A long term visitor badge is given to the UPAS members by the User's Office (**one year duration**) retrieved from Building 55

If you have questions, please contact me at

Project-eu-egee-registration@cern.ch

Or

Marie-laure.bourgeois@cern.ch

THANK YOU FOR YOUR ATTENTION !