Registration procedure computing tools & CERN site access

Karin Burghauser

Marie-Laure Bourgeois-Schutz

www.eu-egee.org

Information Society
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- **WHY do you need to register as EGEE member?**
  - → To be identified as a project member and be granted CERN computer accounts

- **WHAT For?**
  1) Accessing PPT (Timesheets, Cost Claims, GAP statistics)
  2) Using CERN/EGEE computing tools for restricted documents (EDMS, CDS, Indico, etc.)
  3) Visiting CERN

  → Anyone working in EGEE-II must register as project member at:

  http://egee-technical.web.cern.ch/egee-technical/procedures/admin-procedures.htm

- **Why do you need CERN Computer Accounts?**

  - To access **PPT** (AIS)
  - To access **EGEE Documents in EDMS** (EDMS account)
  - To access **EGEE meeting agendas** in CDS, Indico (NICE account)

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- **Your computer accounts will be created only when the registration is completed.**
    - Anticipate a 10 days delay
    - A detailed confirmation email will be sent to you
    - You must follow the instructions given (change of temporary password, etc.)
    - In case of problem with passwords contact helpdesk@cern.ch (remember to give your login/user name)
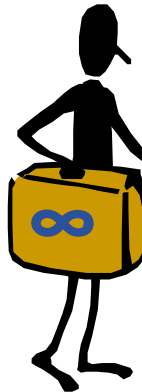
eGee
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- **Which is the best "contract" for you?**

A. You visit CERN at most four times a year, and your stay never exceeds two days. You need a visitor badge.

→ Register as an **External Collaborator (EGEE PO)**

http://egee-technical.web.cern.ch/egee-technical/procedures/Registration/ExtInfo.htm

B. You visit CERN more than four times a year and / or you plan to stay more than two days. You need a long term badge.

→ Register as a CERN **UPAS (CERN UO, duration 1 year)**

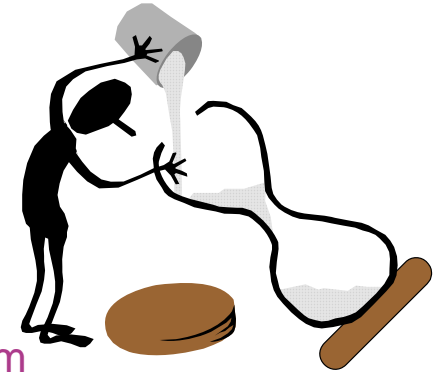http://egee-technical.web.cern.ch/egee-technical/procedures/Registration/UpasInfo.htm

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- **Your contract has expired, renew your membership at:**

  – If you are an **External collaborator**

    http://egee-technical.web.cern.ch/egee-technical/procedures/Registration/renewal.htm

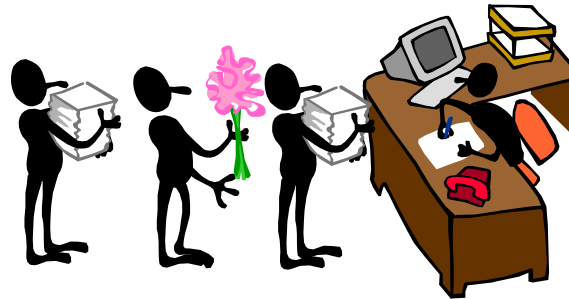 – If you are a CERN **UPAS** (within 2 months after your contact has expired!)

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

Warning: In absence of renewal, your computer accounts will be deleted

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– **External collaborator**

Need to request by email to the meeting organizer a visitor badge (2 days duration maximum) before each visit to CERN

– **CERN UPAS**

Within this contract, a long term visitor badge (one year duration) is given to the project member