

Getting A Computer Account

Training and Badging

If you are a long-term visitor to SUNCAT (>30 days in a 12-month period) or you need access to the computer farm you need training and a badge. If you are a short-term visitor you will still be able to access the internet through the wireless network without training/badge.

Email Amita Gupta who can set up your training so you will be able to get a badge.

After you receive a computer account, you can start taking any necessary training courses [here](#).

Getting An Account

There are two important steps that should be completed before you arrive. Not completing these in advance can delay your computer account activation by up to a week:

1. If you don't have a SLAC system ID (SID) number (i.e. you are not in the SLAC Directory) apply for one electronically [here](#) (if this gives an error while loading the form, you should try "clearing cookies" in your browser, also we have been unable to make it work with the Chrome browser). **NOTE:** if you are not directly employed by SUNCAT, you should select "other" for your "SU category". "Point of contact" should be Jens Norskov. It will take a day or two for a SLAC system ID to be assigned to you, and that is required for the computer account form. You can find this 6-digit number by going to <http://slac.stanford.edu> and searching for your name in the upper right (select the "People" search).
2. Read requirements [here](#) to see if you need to fill out a "DOE facts form". If you do, you can find it [here](#) and email it to cherylj@stanford.edu. This form needs a signature, so unfortunately needs to be scanned/emailed, or faxed to 650-926-2069.

The next steps are not as time-critical. Not filling these out in advance can delay your computer account activation by about a day. Fill out the two (unfortunately) non-electronic forms [here](#) and return them as email attachments to cpo@slac.stanford.edu or fax to the number in point (2) above.

For the computer account form:

- you need to select at least "unix" to use the farm. you can also select a windows account if you think you would use it (most short-term people would not).
- for email preferences select "none" if you are going to be short-term with the group (this will forward your email to the existing address you entered on the form). most longer term people choose "exchange" for their email, but some unix gurus prefer "unix" email.
- leave the "computer czar/group" fields near the bottom blank (those will be filled in by the computer czar)