

# New User Procedure

For norskov group members, consult with vossj about what computer equipment should be ordered. Typical users will have:

- a macbook pro with 8GB of memory
- a notebook lock
- a wireless apple keyboard
- a wireless apple mouse
- a 1TB USB backup drive
- a notebook sleeve
- a 22" Dell monitor
- a minidisplayport to VGA adapter
- a minidisplayport to DVI adapter
- a copy of Microsoft Office (not necessary for SLAC people, because we have a site license)
- a copy of Pages/Number/Keynote software for mac

Computer Account Form Guidance:

- new people typically have difficulty filling this out, so it's worth checking their entries
- all users should get a windows account
- only norskov group members should get a unix account
- short-term visitors (<6 months), and others who choose to do so, should select "None (forward to above email)" for their email handling
- for those who do not forward email, select "Exchange E-mail"
- the "Group Code" should be set to "IF"
- in the "Additional Instructions" section ask them to email you after the account has been created

For norskov group members only, once the account has been created:

- send email to [unix-admin@slac.stanford.edu](mailto:unix-admin@slac.stanford.edu) and ask them to
  - add <accountname> to the suncat netgroup
  - add <accountname> to the suncat-norm yellow-pages group
- ask them to email a picture and contact information to vossj, so that they can be added to the theory webpage

For all suncat members:

- go to <https://listserv.slac.stanford.edu> and add the user's email address to either the suncat-nilsson or suncat-norskov email list:
  - click "Log In" on the upper-right
  - login using <yourusername>@slac.stanford.edu, with your windows password
  - on the upper-left select "List Management"
  - in the dropdown menu select "Subscriber Management"
  - select "suncat-nilsson" or "suncat-norskov" (depending on which group the new user is a member of) in the dropdown list that appears
  - in the lower box titled "Add New Subscriber" enter the user's email address and click "Add to SUNCAT-NORSKOV" (or SUNCAT-NILSSON)