

## Instructions for Non-Fermilab Users

1. Access this website (a screen shot is below):  
[http://computing.fnal.gov/xms/Services/Getting\\_Started/Introduction\\_to\\_Computing\\_at\\_Fermilab/Getting\\_Started\\_as\\_a\\_Non-Employee\\_Off-site\\_User](http://computing.fnal.gov/xms/Services/Getting_Started/Introduction_to_Computing_at_Fermilab/Getting_Started_as_a_Non-Employee_Off-site_User)
  - a. As indicated in #1, read the “Fermilab Policy on Computing”.
  - b. Follow the instructions in #2.
  - c. Click on the link in #3.

The screenshot shows the Fermilab Computing Division website. The main content area is titled "Getting Started as a Non-Employee Off-Site Fermilab User". It includes a breadcrumb trail: Home > Services > Getting Started > Introduction to Computing at Fermilab > Getting Started as a Non-Employee Off-site User. The page content is as follows:

**Getting Started as a Non-Employee Off-Site Fermilab User**

An off-site Fermilab user is a person affiliated with Fermilab or one of the experiments in which Fermilab participates, but is not employed by Fermilab, and whose work is currently and normally conducted off-site, typically at a university or another institution. Off-site users frequently require the use of Fermilab computing resources.

**Request for computing privileges as an Off-site Fermilab User**

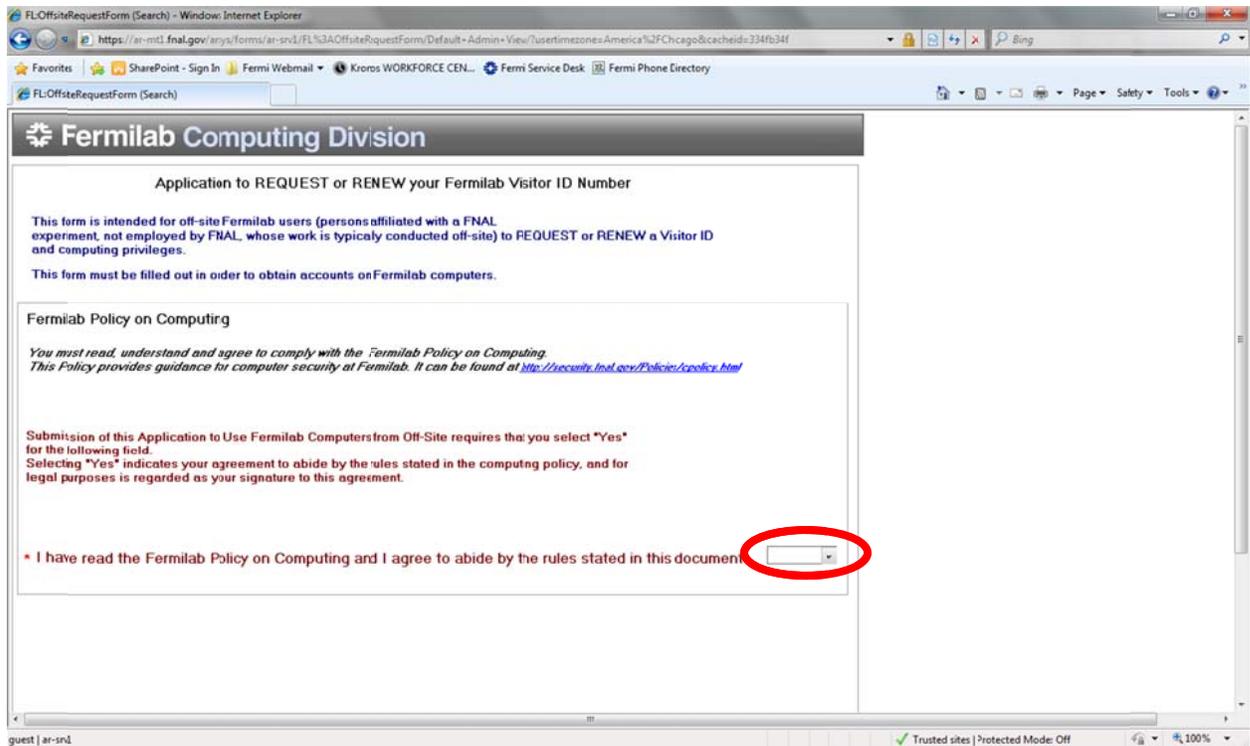
Having a Fermilab Visitor ID is the prerequisite to obtaining computing privileges. At some point your Visitor ID's expiration date will approach and you will be automatically notified by email that you must either renew it or lose your computing privileges. The same form and procedure are used to get started and to renew.

1. You must read the [Fermilab Policy on Computing](#) before Fermilab grants you computing privileges.
2. Choose a computing username for yourself. The username will be used for your Services Account, for your Kerberos principal, for your FNAL email account (optional) and for accounts on any computers administered by the Computing Division. **It will be your permanent username at Fermilab.**
3. Fill out the form [Apply to Use Fermilab Computers from Off-Site for Non-Employees](#).
4. **Note that this step is needed only if you are going to log in directly to Fermilab computers.** Unless you plan to use a Crypto Card exclusively, install Kerberos-aware software on your computer. See the [2006 Kerberos Authentication manual, chapter 4](#) and either [part IV](#) or [part V](#). ([Click here for information about Crypto Cards](#))
5. An email from the Fermilab Service Desk should arrive within a week, saying that your Kerberos Principal and your Services Account have been created.
6. If requested, you'll receive an email when your CRYPTOCard is ready; coordinate with your experiment or division to have it sent to you. If you initially choose not to request a CRYPTOCard, but find later that you need one, use the form [Request form for CryptoCard](#).

Related Links:

- [What is Kerberos?](#)
- [Change Kerberos password](#)
- [What is Services Account?](#)
- [Change Services Account password](#)
- [What is Crypto Card?](#)
- [Renew as off-site users](#)
- [Off-site users visiting Fermilab](#)
- [Instructions for approvers](#)

2. After reading the Fermilab Computing Policy, select “Yes” in the dropdown on the screen below.



3. On the screen below, select "DOE" in the first dropdown, and select "First Time" in the second dropdown. Per the instructions, make note of the initial Kerberos password, because it will be needed later. Click "Next".

**Fermilab Computing Division**

Application to REQUEST or RENEW your Fermilab Visitor ID Number  
 This form is intended for off-site Fermilab personnel (persons affiliated with a FNAL experiment or Project, not employed by FNAL, whose work is conducted off-site) to REQUEST or RENEW a Visitor ID and computing privileges.

Please select Affiliation / Experiment / Project / Division / Section

\* Select your new or current Fermilab Experiment, Project, Division or Section affiliation:

If you are unsure what to choose, ask your Fermilab/Experiment contact

\* Is this the first time you've ever requested kerberized computing privileges at Fermilab or are you renewing? (Choose "Renewing" if you have ever had a Fermilab ID in the past)

Your initial Kerberos password will be: VuUFGjoZf

You will need to use the displayed password exactly as shown when you log on. FNAL accepts it in case-sensitive. You should change your password to something you can remember more easily once you're logged on.

Please note down this password somewhere where you will not lose it (until you have changed it), and do not share it with anyone!

If you have ever had a Fermilab ID in the past, and you know your old ID number, please enter it here (Be sure to include the N (employee), V (visitor) or C (contractor), e.g., 01234N):

If No Fermilab ID continue using NEXT.

We will validate your Fermi ID below

Your First Name:  Your Last Name:   
 Your Office Phone:  Your Email:   
 Your Supervisor/Spokesperson's Name:   
 Your Supervisor/Spokesperson's Email:

4. On the screen below, enter the username you created. Click "Next".

**Fermilab Computing Division**

Application to REQUEST or RENEW your Fermilab Visitor ID Number

Request a Computing Username Help on each field is available by clicking on its corresponding Help content comes up in a separate window.

If you don't already have one, choose a username as an identifier for yourself.

If you already have a FNAL.GOV Kerberos principal, make sure you entered it on the first page. Skip the Username Choice field.

Typically, people choose a username that is as similar as possible to their (real) name or initials.

The username you choose will be used for your email address, for your Kerberos principal and for accounts on any computers administered by the Computing Division.

It will be your permanent username at Fermilab

Preliminary information (Required fields in the form are marked with a red asterisk \* at left.):

For your convenience, we recommend that you use this same username on any other computer accounts you may get at the lab, too.

Please follow these guidelines in choosing your username:

- \* Use eight (8) or fewer characters.
- \* Use a combination of lowercase letters and digits 0 through 9.
- \* Do not include uppercase letters or any special characters

\* Username choice:  
 If your choice is invalid or is already in use by someone else, an error message will display after you click Validate. You will be required to provide an alternate username, then validate

Do you need a CRYPTOCard?

Previous usernames or computer IDs which you have used at Fermilab, if any  
 This will help us to match you up with your old accounts.

If you expect that someone will need to mail you a CryptoCard, you may enter your mailing address here, for his or her convenience.

Prior to submission, you may include any comments you wish in this area.

5. Enter information in all of the fields on the screen below. All fields are required. When finished, click "Submit".
  - a. Enter your own information in the "Provide Identifying Information" section. Note: In the "Professional Class" field, select "Project Control Professional".
  - b. Enter the following information in the "Fermilab Contact Person Information":
    - i. Martha Michels
    - ii. 630-840-3511
    - iii. martha@fnal.gov
  - c. Complete the secret question information in the last section.

**Fermilab Computing Division**

Application to REQUEST or RENEW your Fermilab Visitor ID Number

**Provide Identifying Information**

All fields on this page are required

First Name: [Text] Middle Name: [Text] Last Name: [Text]

Professional Class: [Project Control Professional] Telephone number at your institution: [32-222-2222]

Name of institution at which you are employed or are a student: [DOE] Email at your institution: [test@doe.gov]

Country in which institution is located: [US] Enter your full email address in the format username@node.domain (or other email where you can currently be reached)

**Fermilab Contact Person Information**

Fermilab Contact person (member of the experiment/division who can vouch for your identity and affiliation)

Fermilab Contact's Name (first and last): [Martha Michels]

Contact's Phone (include area code. If outside U.S., include country code.): [630-222-2222]

Fermilab Contact Phone: [630-222-2222]

Enter the full email address in the format username@node.domain

Fermilab Contact Email Address: [martha@fnal.gov]

Please select a question and enter your security answer. We'll use it to verify your identity in case of any future Kerberos password resets. Choose something you've sure to remember!

Select a question: [Favorite pet] Type your answer: [Text]