

BNL Computer Registration Instructions

Attendee Instructions - BNL policy requires that all computing devices connected to BNL's network be registered in our Network Access Registration system. If you will be using a computer (laptop, PDA, etc.) to access the internet or any of BNL's networked resources while on-site, and that computer has not been previously registered at BNL, your web browser traffic will be redirected to a web page requesting information about you and your computer. This form **MUST** be completed and submitted **within 30 minutes** of booting your computer, or your network access **will be** terminated. To begin this process, simply open your web browser once you have connected.

To aid you in the registration process, below is a list of the required fields and the information you will need to enter. Completion of fields **not** listed in these instruction is preferred, but not required.

Owner/Primary User Name:

Enter your name in LastName-comma-FirstName format (e.g. Doe, John).

Owner/Primary User Phone:

Enter: 631-344-6361

Owner/Primary User E-mail:

Enter your e-mail address.

Owner/Host Life/Guest Number:

Enter the following conference key: AD-54212

Department:

Select COLLIDER ACCELERATOR DEPARTMENT from the drop down list provided.

Building Number or Name:

Enter: 515

Room Number or Name:

Enter: 2nd Floor Conference Room

System Type:

Select the system type that best fits your device. If you're unsure, leave the default of WORKSTATION.

Operating System:

Select your computer's operating system from the list provided. If you are unsure, you may select UNKNOWN. If your operating system is not listed, select OTHER.

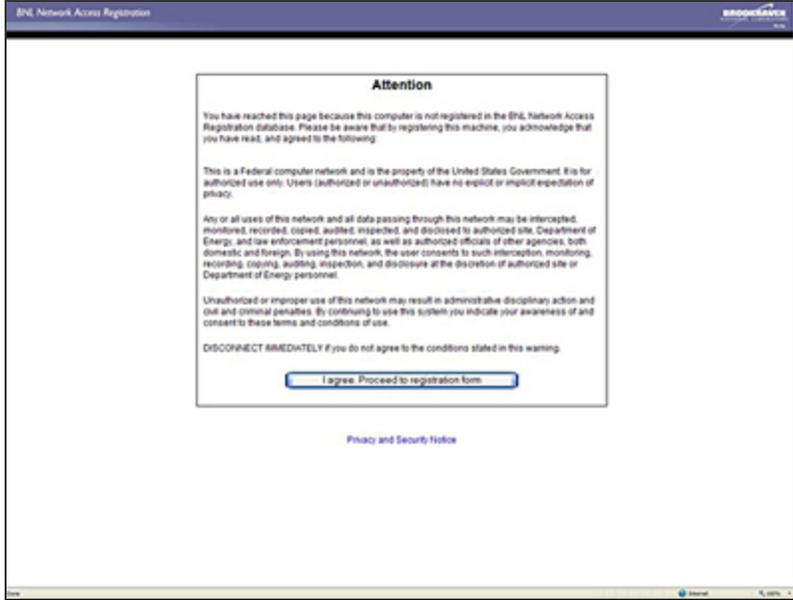
Secondary Operating System:

The default of NONE is acceptable.

Any other fields on the form will be optional, and can be left blank. Should you experience any difficulties during the registration process, please call our Helpdesk at lab extension 5522.

User Agreement - Screen Capture

Read the User Agreement Notice in your browser and press the [I agree...] button to continue.



Network Access Registration - Screen Capture

Complete all required fields as directed in page one of these instructions, then press the [Submit] button to finish. Please contact your Event Coordinator, or the on-site Helpdesk (laboratory extension 5522) if you experience problems.

BNL Network Access Registration

Attention

If you have reached this page, this computer is not registered for use on the BNL network. Please complete the registration form below to the best of your ability. ALL REQUIRED FIELDS (marked with an asterisk) MUST BE COMPLETED or you will not be granted access to BNL network resources. Upon submission of the form, you will be prompted to reboot. Network access will then work as expected.

If you aren't sure how to answer a specific question, click on the [help] link next to the appropriate field. For general questions, you may also try the Network Access Registration FAQ. Should you experience any difficulties, please call the Helpdesk at 4522.

Owner Primary User's Name* (last name, first name) <input type="text"/>	Administrator's Name (last name, first name) <input type="text"/>
Owner Primary User's Phone* <input type="text"/>	Administrator's Phone <input type="text"/>
Owner Primary User's E-Mail* <input type="text"/>	Administrator's E-Mail <input type="text"/>
Owner Primary User's User Name* <input type="text"/>	Administrator's Account Number <input type="text"/>
Owner's Department* <input type="text"/>	
Building Number* (primary location of the computer) <input type="text"/>	Room Number* (e.g. 102 or common room) <input type="text"/>
Jack Number (e.g. 110-01-010) <input type="text"/>	System Type* <input type="text"/>
Operating System* <input type="text"/>	Secondary Operating System <input type="text"/>
Account Ownership <input type="radio"/> Personal <input type="radio"/> Other Non-BNL organization <input type="radio"/> Other Department of Energy entity <input type="radio"/> BNL (Please select the account) <input type="text"/>	Hardware (e.g. Dell Optiplex, HP Pavilion, etc.) <input type="text"/>