

## 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: 631-344-3830

**Owner/Primary User E-mail:**

Enter your e-mail address.

**Owner/Host Life/Guest Number:**

Enter the following conference key: DB-48550

**Department:**

Select DIRECTORATE - NUCLEAR AND PARTICLE PHYSICS from the drop down list provided.

**Building Number or Name:**

Enter: 488

**Room Number or Name:**

Enter: Berkner Hall

**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.

