

Instruction of User Registration at KEK for Kaons@J-APRC 2024

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Requirement of the dorm. reservation

- You should be registered in the KEK user support system (KRS).
- For the participants who requested a room:
 - We will send the list of participants and dates for the dorm. reservation.
 - The Users Office (UO) will assign a room based on the above list and the registered information.
 - You don't need to reserve a room by yourself.

KEK User Support System (KRS)

- New registration for those not registered in the KRS yet:
 - You need to register yourself in the KRS.
The instruction is in the following pages.
- KEK users who are already reseted in the KRS:
 - add new visit purpose by logging in to krs.kek.jp
 - Use the following information :

用務グループ： J-PARC / 会議・委員会・研究打合せ・研究会等 その他
用務：研究会等 素核研 (J-PARC)
課題番号又は用務詳細：K中間子を使った素粒子実験の現在と将来の検討

Primary purpose of visit to KEK(*)	J-PARC Committee, 
Project(*)	Conferences, Workshops, Seminars, IPNS(J-PARC)
Proposal/Experiment	Current and Future for Particle Physics with Kaon

1st step

- Access to
 - <https://www2.kek.jp/uskek/eng/user/>
- At the bottom, push “Agree”.

(Agreement jurisdictional court)

Article 19

Tokyo District Court is designated as the Agreement Jurisdictional Court to settle any lawsuit arising between KEK and the system users in the usage of the system.

(Detailed regulations)

Article 20

Detailed regulations necessary to implement the Terms of Service shall be specified separately.

Supplementary provision

These Terms of Service shall come into effect on March 1, 2007.

Agree

2nd step

- Select “J-PARC Committee, “
- Select "Conference, Workshops, Seminars, IPNS (J ~PARC)”
- Select “Current and Future for Particle Physics with Kaon”
- Push “Proceed to user registration”

> **Choice of purpose of your visit** > Personal information > Personal contact information > Affiliation information > Confirmation > Co

Choice of purpose of your visit

(*) is necessary to fill out.

[Nature of Visit]

Administrative Year
of your visit to
KEK(*)

2024 ↕

Primary purpose of
visit to KEK(*)

J-PARC Committee, ↕

Project(*)

Conferences, Workshops, Seminars, IPNS(J-PARC) ↕

Proposal/Experiment
No(*)

Current and Future for Particle Physics with Kaon ↕

Search

Proceed to user registration

Close

3rd step

- Fill several blanks
- Push “Go to affiliation input screen”

[Nature of Visit]

Administrative Year of your visit to KEK	2024
Primary purpose of visit to KEK	J-PARC Committee,
Project	Conferences, Workshops, Seminars, IPNS(J-PARC)
Proposal/Experiment No	Current and Future for Particle Physics with Kaon(2024)
Period of Stay(*)	<input type="text" value="XXXX"/> (year) <input type="text" value="XX"/> (month) <input type="text" value="XX"/> (day) ~ <input type="text" value="XXXX"/> (year) <input type="text" value="XX"/> (month) <input type="text" value="XX"/> (day)

↑ Enter period of your stay

[Personal Information]

↓ Enter your name

Name(*)	(First Name) <input type="text" value="XXXX"/> (LAST Name) <input type="text" value="XXXX"/> (Middle Name) <input type="text"/>
* If there is no last name, input "___" as the last name.	
Email(*)	<input type="text" value="xxxxxx@yyyyyy"/>
Alternate Email	<input type="text"/>
Password(*)	<input type="text" value="XXXXXXXXXXXX"/> <input type="checkbox"/> Display password
Please enter at least 8 characters in combination of English letters, numbers and symbols.	
Password(Confirm)(*)	<input type="text" value="XXXXXXXXXXXX"/>
Date of Birth(*)	<input type="text" value="XXXX"/> (year) <input type="text" value="XX"/> (month) <input type="text" value="XX"/> (day)
Gender(*)	<input checked="" type="radio"/> Male <input type="radio"/> Female ←Select one
Countries and Regions(*)	<input type="text" value="XXXX"/>
Home address(*)	<input type="text" value="XXXXXXXXXXXXXXXXXXXX"/> (Address) <input type="text" value=""/> (Building)

Registration of personal contact information (optional)

4th step

- Push “Search” for your affiliation
- If you cant’ find your affiliation
- Fill Position and Phone
- Select **Application form for registration as “J-PARC User”**
- Push “Continue”

(*) is necessary to fill out.

[Affiliation Details]

Click [Search]to look for your affiliation.

Affiliation(*1)	Search	national university Osaka University
Department/Division(*)	Graduate School of Science	
Countries and Regions(*)	Japan	
Address(*)	1-1, Machikaneyama-cho, TOYONAKA 56 (Address) (Building)	
Position(*)	XXXX	Other()
Phone(*)	XXXX	

[Application]

- Consent for Nuclear and Particle Physics Experiments-cum- Application form for registration as "J-PARC User"
 - Consent for MLF experiment-cum- Application form for registration as "J-PARC User"
 - Application form for registration as "J-PARC User" ← Select this**
- Please check if there in anything wrong. Then, click "Continue".
You can check them again on the next page.

Enter here manually if your affiliation is not listed in the search

Continue

Back

5th step

- In the middle, select “I agree and confirm information.”
- In the bottom, push “Agree”

(Others)

Those who work on the experiment (research) are required to take out casualty insurance against unforeseen accidents.

I agree and confirm the information.

User Registration (Confirm)

[Application]

Application form for registration as "J-PARC User"

Agree

Return