How to add projects to your User Registration

If you work on several projects, you must do separate User Registration per each project.

When you can not recall your User ID and/or Password, please e-mail us. usersoffice@mail.kek.jp

With the first project registration, you receive an ID and temporary pass word, that should be changed within 48 hours, otherwise your temporary password will expire.

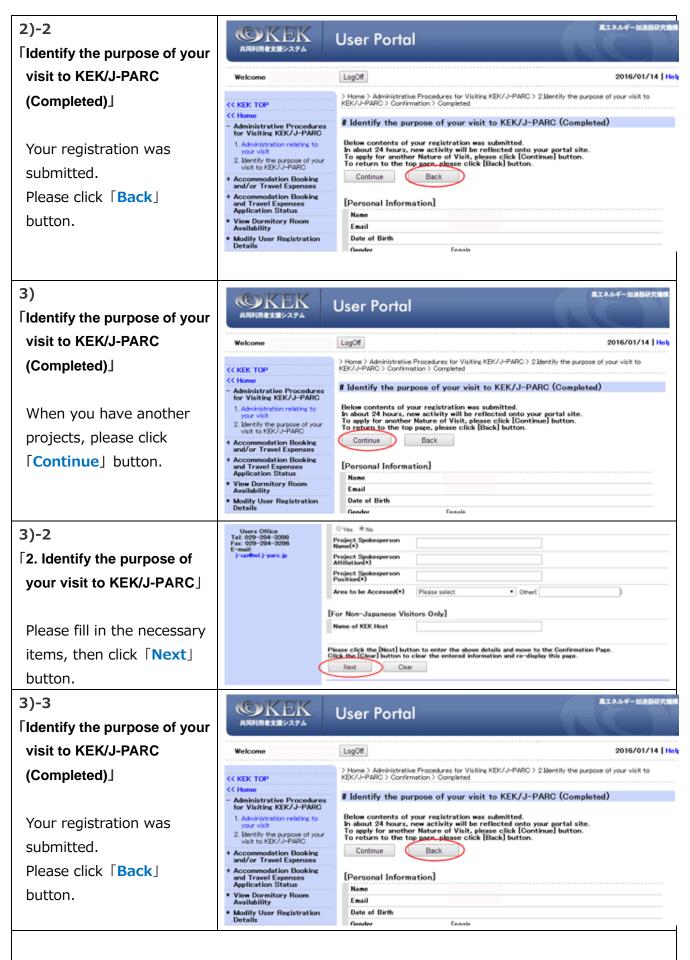
Please be aware that the same procedures from your portal site must be repeated every fiscal year starting in Japan on April 1st. In other words, registration is valid for one year only.

Please enter from your User Portal \Rightarrow

Left-hand side of the screen [Administrative Procedures for Visiting KEK/J-PARC]

1) SIA.F-NHER **©KEK** User Portal Administrative Procedures for 時に用きままシステ Visiting KEK/J-PARC LogOff 2015/12/18 F 444 \downarrow CC KEK TOP [Nature of Visit] **2.** Identify the purpose of Administrative Procedures for Visiting KEK/J-PARC Administrative Year of 2015 • 2015 • tration relating t Primary purpose of visit Please select. your visit to KEK/J-PARC 2. Identify the purpose of your visit to KEK/J-PARC Details 1(+) Please select. * Accommodation Booking and/or Travel Expenses Details 2(+) Accommodation Booking and Travel Expenses Application Status In the [Details 2] field please provide further relevant information relating to your visit e.g. Proposal/Experiment No., Conference or Meeting name and/or the name of your contact person or division in KEK. Please fill in the necessary Period of Stay(*) 2015 * (year) 12 * (month) 18 * (day) - 2016 * (year) 03 * (month) 31 * (day) View Dormitory Room Availability Contact Section within Please select. items, then click [Next] Modify User Registration Details ٠ Contact Person within KEK Site Map button. KEK Contact Phone No. Contact KEK Users Office Tel:029-879-6135,6136 Fax:029-879-6137 Please note that for some identified activities, entries in the following fields are not required in these cases the fields will be inactive. During your time at KEK do you intend to enter a Radiation Controlled Area or work with/handle radio materials?(*) all kerk in ⊖ Ves ⊛ No 284-3398 Project Spokesperson Name(*) ni.j-paro.jp Project Spokesperson Affiliation(*) Project Spokesperson Position(*) Area to be Accessed(*) Please select. Other([For Non-Japanese Visitors Only] Name of KEK Host Please click the [Next] button to enter the above details and move to the Confirmation Page Click the [Clear] button to clear the entered information and re-display this page. Next Clear 2) LogOff > Home > Administrative Procedures for Visiting KEK/J-PARC > 2 Identify the purpose of your visit to KEK/J-PARC > Confirmatic [Notice] C KEK TOP # Notice For the user registration, below is what you typed in. Presse check if it is correct. Plesse make sure that you understand the points to be checked before you proceed to complete this application. After you confirm your information, press (Aaree) button. We will inform you the User D and temporally assword by e-mail effer completing your registration. It takes I business day to issue, because we have to check and recomise of your information. It you dongth reported the target of the Citics. Administrative Procedures for Visiting KEK/J-PARC Confirm the contents, Identify the purpose of your visit to KEK/J-PARC Accommodation Booking and/or Travel Expenses then click [Agree]button. Return Agree ccommodation Booking nd Travel Expenses oplication Status (Effective period) This application is valid only for the said fiscal year. (Japanese fiscal year starts on April 1 and ends on March 31 of the following year.) View Dormitory Room Availability Modify User Registration Details If there is only a return button, (Available service) Site Map You are allowed to use the facilities and equipment of the organization please go back and confirm Contact (Observance of rules) KEK Users Office Tel:029-879-6135.6136 the contents. 1. You are required to observe the rules and relevant laws and regulations issued by the organization and

⇒ [2. Identify the purpose of your visit to KEK/J-PARC]



X We will inform you the User ID and temporally password by e-mail after completing your registration.