ATLAS USER CHECKLIST FOR IN-PERSON VISIT

- Before you arrive at Argonne -

☐ **Step 1.** Make sure you know your Argonne username and password. This is a <mark>critical step</mark> because your Argonne credentials are required to access elog, online training, and ATLAS computers.
  - Instructions to recover your username and password, and on how to sign up for the online password reset tool are given on page 2.
  - It is highly recommended that you sign up for the online password reset tool.

☐ **Step 2.** Complete expired online training (instructions are sent separately, if needed)

☐ **Step 3.** Once per calendar year, attend one of the weekly 10-min long RWP briefings (Chicago time): Mondays 9 am, or Fridays 3 pm (click links to join a Teams meeting)

☐ **Step 4.** Contact Jason Clark (jclark@anl.gov) to get a dosimeter

☐ **Step 5.** Make sure you can login to the experiment elog using your Argonne username and password (if applicable, more details on page 3)

☐ **Step 6.** If your date of arrival is not correct or if it has changed email atlas-admin@anl.gov

- When you arrive at Argonne -

☐ **Step 7.** Get user badge and prox card at the Information Center (if you don't have them already). If you arrive when the Information Center is closed, proceed to the main gate to get your temporary gate pass.

☐ **Step 8.** If you get a new prox card (this card is needed to unlock the ATLAS doors), email the prox card number to atlas-admin@anl.gov (look for a number like 07####. E.g. 076721)

☐ **Step 9.** Go to building 203, room G-134 (user room) to get your dosimeter and complete the corresponding paper form

☐ **Step 10.** Connect your laptop or smart phone to *eduroam* or *Argonne-guest* wifi (see page 4 if you are connecting to the Argonne-guest wifi)

- On your last day at Argonne -

☐ **Step 11.** Place your dosimeter on the rack next to the ATLAS control room

☐ **Step 12.** Return any borrowed equipment or cards to room G-134 and send an email to atlas-admin@anl.gov to inform them about the return

☐ **Step 13 (last step).** Keep your user badge and prox card for future visits.

ARGONNE USERNAME AND PASSWORD

- How to get your username and password if you are a new user or if you have not registered for the password reset tool -

Call the Argonne Service Desk at **+1-630-252-9999** and **press 4** "for issues with your Argonne domain account". Try to call during Mon-Fri 7:30 am to 5:30 pm (Chicago time) since limited support is available outside of normal business hours. In case you are <mark>calling from outside the US</mark>, you may ask the Service Desk person for a Zoom link so you don't have to pay too much for an international call.

Here is an example of what you could say when you call the Service Desk: "*My name is _____, I'm an ATLAS user but have forgotten my username and password. My worker ID is _____. My manager at Argonne is Guy Savard*". You should have received an email with your 5- or 6-digit worker ID and it was also included in the message that contained this document as an attachment, but if you still can't find it email atlas-admin@anl.gov.

Once you know your Argonne username and password it is highly recommended that you sign up for the online password reset tool so you don't have to call the Service Desk again. See section below.

- How to register for the password reset tool -

❑ Open a web browser and go to: https://argonne.servicenowservices.com/pr
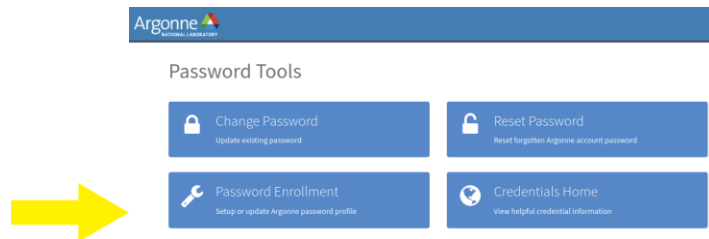
❑ Click the "Password Enrollment" button (see figure above, bottom left)
- Optional: If you see any "help window" popping up, feel free to close it
❑ Select one verification mode (tabs in figure below)

- The best option for <mark>users that live outside of the US</mark> is Question and Answer (QA) verification
- SMS verification requires a US cell phone number
❑ Complete steps in selected tab (QA and/or SMS)
❑ Click the "Submit" button.

If you see "Enrollment success", from now on you should be able to use the password reset tool.

ARGONNE USERNAME AND PASSWORD (cont.)

- How to access the password reset tool -

This option only works if you have previously registered to use the password reset tool. NOTE: this tool has a bug. If you have not registered, the Verify section of the form (step 2 in the form) will show a random phone number or random questions that make you believe that your password could be reset. If you don't recognize the phone or questions, follow the steps in section above.

❑   Open a web browser and go to: https://argonne.servicenowservices.com/pr
❑   Click the "Reset Password" button
❑   Follow the steps in the form (see note on bug).

ELOG REGISTRATION AND LOGIN

The use of electronic logs (elog) is common during experiments at ATLAS. As of October, 2022, the instructions to access our elog have been modified. Please follow the steps below.

- First let's check if your elog account has already been activated -

❑   Go to https://elog.phy.anl.gov/login
❑   Type your Argonne username (without the @anl.gov) and password
❑   If you see a welcome message, it means that your account is active
   •   Email your local Argonne contact to know which elog you'll be using
   •   If you did not see a "welcome message", continue below.

- How to register as a new elog user -

❑   Assuming that you got an error message in the last step of the previous section, click "Register as new user" (see figure below, left, above the green "Submit" button). Then you should see the registration form in the image below (right).

❑   **CRITICAL STEP**. In the "Login name" box type your **Argonne username** (without @anl.gov), see registration form above, right image. Failure to type exactly your Argonne username will cause significant delays in getting you access to our elog.
❑   Type your name, you preferred email address, your Argonne password and press "Save".

An elog administrator will activate your account within the next few hours. You will receive a notification to the email address specified above. After that, try the elog login link again.

CONNECTING TO THE ARGONNE-GUEST WIFI

- Follow these steps if you know your Argonne username and password -

- ❑ Select "Argonne-guest" in the wifi menu of your laptop/phone
- ❑ Open a web browser and go to http://wifi.anl.gov (skip if you are automatically directed to the registration form shown in the figure below)

- ❑ Enter your Argonne username and password
- ❑ Click the "Sign On" button. You should now have internet access (you may need to restart your laptop/phone).

- Follow these steps if you do not know your Argonne username or password -

- ❑ Select "Argonne-guest" in the wifi menu of your laptop/phone
- ❑ Open a web browser and go to http://wifi.anl.gov (skip if you are automatically directed to the registration form shown in the figure above)
- ❑ Click on "Register as a Guest" (a new form will appear, see image below)

- ❑ Enter the requested information
  - In "Building where you will be located" type "203"
  - In "Person you are visiting" type "Daniel Santiago" or the name of your local Argonne contact
- ❑ Click the "Register" button. You should now have internet access (you may need to restart your laptop/phone).