

<How to register as KEK user>

1. Go to KEK User Information. https://krs.kek.jp/uskek/ui/UI_00000E.do
2. Click **Registration** Button on the upper right side.
3. Please follow the screen instructions.

Note: When we receive your request for user registration, it may take a few days to complete the registration. After completing the registration, you will receive an automated e-mail which contains your ID and a temporary password. Please login using this ID and a temporary password, then change the password immediately because this temporary password is valid only 48 hours.

KEK
共同利用者支援システム

User Information

User ID Password *If you don't have user ID, you need to registration.

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General Announcements

Nothing.

Contact Us

KEK Users Office
1-1 Oho, Tsukuba, Ibaraki 305-0801 Japan
Email users.office@post.kek.jp

Supported Browsers

(Windows) Internet Explorer 6.0 or later, Mozilla Firefox 2.0 or later
Attention: KEK is still checking the operations of Internet Explorer 8.0

(Mac OSX) Mozilla Firefox 2.0 or later, Apple Safari 3.0 or later
Resolution:1024*768pix or later

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Contact
KEK Users Office
Tel:029-879-6135,6136
Fax:029-879-6137
E-mail:
users.office@post.kek.jp

J-PARC Center
Users Office
Tel: 029-284-3398
Fax: 029-284-3286
E-mail:
j-uo@ml.j-parc.jp

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<How to register /to add this year's project number>

1. Login our system (User Portal) https://krs.kek.jp/uskek/ui/UI_00000E.do
2. Click [Administration Procedures for Visiting KEK/J-PARC] on the left side pull-down menu.
3. Click [2. Identify the purpose of your visit to KEK/J-PARC]
4. It appears your registered information --- go down to [Nature of Visit]

Also, referring the picture at the next page, please enter the necessary information. You must fill out (*) marked column.

For details, please read the User Support System Operation Manual: <http://usersoffice.kek.jp/manual/eng/>

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- Administrative Procedures for Visiting KEK/J-PARC

1. Administration relating to your visit
2. Identify the purpose of your visit to KEK/J-PARC
3. Annual Renewals

+ Accommodation Booking and/or Travel Expenses

+ Accommodation Booking and Travel Expenses Application Status

* View Dormitory Room Availability

* Modify User Registration Details

* Site Map

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[Nature of Visit]

Administrative Year of your visit to KEK (*)

Primary purpose of visit to KEK(*)

Details 1(*)

Details 2(*)

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.

Period of Stay(*)

Contact Section within KEK

↑ within the current fiscal year

Contact Person within KEK

KEK Contact Phone No.

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 radioactive materials?(*)

Yes No

Project Spokesperson Name (*)

Project Spokesperson Affiliation(*)

Project Spokesperson Position(*)

Area to be Accessed (*)

Other()

<How to submit Application Form to KEK Staff>

After our understanding, you can submit Application Form and so forth.

1. Login our system (User Portal) https://krs.kek.jp/uskek/ui/UI_00000E.do
2. Click [Administration Procedures for Visiting KEK/J-PARC] on the left side pull-down menu.
3. Click [1. Administration relating to your visit]
4. Click [Next] Button of your participating project
5. Please follow the screen instructions, and you can submit “Supercomputer User Account Application Form” and “KEK Computing Research Center System Application Form”.
6. After your submission, we send you an email. Please read it.

[Online Application Forms]

Form Title	Beam line Beam time	Required	Completed		
Consent and User Registration Form	-	Yes	Yes		<input type="button" value="Print/Save"/>
Notification of Dispatch	-	No	No	<input type="button" value="Submit"/>	
Application for Wireless LAN access (Tsukuba Campus)	-	No	No	<input type="button" value="Submit"/>	
Request for bank account number registration & change (Japan only)	-	No	No	<input type="button" value="Submit"/>	
Supercomputer User Account Application Form	-	No	No	<input type="button" value="Generate"/>	
KEK Computing Research Center System Application Form	-	No	No	<input type="button" value="Generate"/>	