

How to apply for wireless LAN

Apr.2017

- Log in your portal site. ID is your registered mail address.

The screenshot shows the 'User Information' page of the KEK portal. At the top, there is a navigation bar with the KEK logo and the text '共同利用者支援システム'. Below this, there is a login form with fields for 'User ID' and 'Password', both highlighted with red boxes. A 'Login' button is next to the password field. To the right of the login fields, there is a link for 'Registration' and a note: '*If you don't have user ID, you need to registration.' On the left side, there is a sidebar with navigation links: '<< KEK TOP', '<< For Visitors', and '<< Home'. Below these are contact details for the KEK Users Office and J-PARC Center. The main content area is titled 'User Information' and contains several sections: 'General Announcements' with links to notices about summer closing, wireless LAN renewal, and system shut-off; 'Contact Us' with the address of the KEK Users Office; and 'Supported Browsers' listing Internet Explorer, Mozilla Firefox, and Apple Safari. At the bottom, there is a copyright notice: 'copyright (c) 2004, HIGH ENERGY ACCELERATOR RESEARCH ORGANIZATION, KEK'.

- 1 . Click “Administrative Procedures for Visiting KEK/J-PARK” in the menu of the left-hand side of the screen.
 - Click “Administration relating to your visit”.
- 2 . Click “Next”

The screenshot shows the 'Administrative Procedures for Visiting KEK/J-PARC' page. At the top, there is a welcome message for 'TAROU MITSUBISHI' and a 'LogOff' button. A red warning message says 'Please change the password within 575433:21:35.' Below this, there is a navigation breadcrumb: '> Home > Administrative Procedures for Visiting KEK/J-PARC > 1.Administration relating to your visit'. The main content area is titled '# Administration relating to your visit' and contains a message: 'You are currently registered with the following activities at KEK for administrative year 2011 . Please select the [Next] button to process administrative tasks relating to the relevant activity. Please note that our administrative year starts from April 1.' Below this, there is a section '1. Others, Others' with a table of administrative tasks. The table has two columns: 'Project No.' and 'Spokesperson'. The first row shows 'Project No. : other' and 'Spokesperson :'. A red box highlights the 'Next' button. On the left side, there is a sidebar with navigation links: '<< KEK TOP', '<< Home', and a list of administrative procedures. The first item, 'Administrative Procedures for Visiting KEK/J-PARC', is expanded to show two sub-items: '1. Administration relating to your visit' (highlighted with a red box and a circled '1') and '2. Identify the purpose of your visit to KEK/J-PARC'. Below this are links for 'Accommodation Booking and/or Travel Expenses', 'Accommodation Booking and Travel Expenses Application Status', 'View Dormitory Room Availability', 'Modify User Registration Details', 'Change Password', and 'Site Map'. At the bottom, there is a copyright notice: 'copyright (c) 2004, HIGH ENERGY ACCELERATOR RESEARCH ORGANIZATION, KEK'.

3 . Click “Submit” button for Application for Wireless LAN access (Tsukuba Campus) “
 (When you apply after the second time, click “resubmit” button.)

Welcome TAROU MITSUBISHI [LogOff](#) Please change the password within 575433:21:35. 201

> Home > Administrative Procedures for Visiting KEK/J-PARC > 1.Administration relating to your visit > Administrative tasks

<< KEK TOP
<< Home

- Administrative Procedures for Visiting KEK/J-PARC
 1. Administration relating to your visit
 2. Identify the purpose of your visit to KEK/J-PARC

+ Accommodation Booking and/or Travel Expenses

+ Accommodation Booking and Travel Expenses Application Status

*** View Dormitory Room Availability**

*** Modify User Registration Details**

*** Change Password**

*** Site Map**

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

#Administrative tasks

[You are registered as a “Participant” in the activity detailed below.]

1.Project Others,
 Others
Project No. other
Project Title other

2.Project Spokesperson

3.Beam Allocation

4.Notes

[Online Application Forms]

Form Title	Beam line Beam time	Required	Completed		
Consent and User Registration Form	-	Yes	Yes		Print/Save
Notification of Dispatch	-	No	No	Submit	
Application for Wireless LAN access (Tsukuba Campus)	-	No	No	Submit	③
Request for bank account number registration & change (Japan only)	-	No	No	Submit	
Statement of Acceptance (Radiation Safety)	-	No	No	Generate	
Registration for gathering	-	No	No	Submit	
Application form to visit J-PARC	-	No	No	Submit	

4 . Fill in a form and click “Submit”.

2017/03 #Application for Wireless LAN access (Tsukuba Campus) Application Form submitted in the past

#Application for Wireless LAN access (Tsukuba Campus)

You can apply one Mac address with one application.
 You need to apply again from the [Administrative tasks] when you apply another Mac address.
 Please write a notice of [revision] in the comment column when you revise the registered Mac address.

Application Year:2017

Date(*)	2017 / 04 / 19	
Name (family, first, middle)		
Contact in KEK	attention	In case, your PC is infected by a virus, we'll contact your contact person after shutting off your PC from KEK network. Please fill in your contact person.
	Phone number to reach you inside KEK(*)	
	Name of your contact person in KEK(*)	Before applying for the wireless LAN service, you must have a permission for using it from your contact person.
	Extension number of your contact person(*)	
Your Operating System(*)	Windows 7 / Mac OS X v10.7 / IOS 6.1 etc...	
Adapter number(*) (MAC Address)	Alphabeta should be A, B, C, D, E, F. Make sure to apply [Physical address] under [Wireless Network] ; it is not [Local Area Connection]. When you see [Wireless Network] and [Wireless Network2], apply both with different applications.	
e-mail(*)		
Notes of the period of use	It is valid until 2018/03/31. (2017 fiscal year). Every new Fiscal Year, it is necessary to apply MAC address for use of the LAN.	
Comments	 You can apply one Mac address with one application. You need to apply again from the [Administrative tasks] when you apply another Mac address.	

Note1) Before applying for the wireless LAN service, you must have a permission for using it from your contact person in KEK.

For those whose purpose of visit is photon factory, please input “4209” in “Phone number to reach you inside KEK” column and “PF touban” in “Name of your contact person in KEK” column. You don't need to have a permission.)

In case, your PC is infected by a virus, we'll contact your contact person after shutting off your PC from KEK network. Note2) It is recommended to apply for using wireless LAN at least one week before your arrival.

* How can I find a Mac address of my device ?
 * How long is the period of validity or can I apply to use wireless ?
 * Can I apply my device inside KEK ?
 * How long does it take to be able to use internet after submitting an application ?
 If you have questions like above or others, please contact Users Office.
 **Inquiries about LAN application: KEK Users Office usersoffice@mail.kek.jp

Make sure that up-to-date anti-virus software with live updates and applicable security patches are installed on your computer (Windows/Mac OS), before you connect with KEK network.
 Inquiries about information security at KEK : Information Security Office kekinforsec@ml.post.kek.jp

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4 Submit Close

#Application for Wireless LAN access (Tsukuba Campus)

This application is succeeded.
 Please wait a registration mail from the system for the wireless connection key.

Close

Please submit one application form for each address.

※After the submission, Users office will register your Mac address. You'll see the key on the [Administrative tasks] page after the registration. Please input it as a network connection key and check your internet connection.