

How to add projects to your User Registration

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

If you cannot remember your user ID or password, please contact usersoffice@mail.kek.jp.

<p>1 #Choice of purpose of our visit</p> <p>Choice the purpose of your visit and click the [Proceed to user registration] button.</p>	<div style="border: 1px solid black; padding: 5px;"> <p># Choice of purpose of your visit</p> <p>(*) is necessary to fill out.</p> <p>[Nature of Visit]</p> <p>Administrative Year of your visit to KEK(*) <input type="text" value="2022"/></p> <p>Primary purpose of visit to KEK(*) <input type="text" value="Please select."/></p> <p>Project(*) <input type="text"/></p> <p>Proposal/Experiment No(*) <input type="text"/> <input type="button" value="Search"/></p> <hr/> <p style="text-align: center;">Proceed to 'Consent and User Registration Form' input</p> </div>
<p>2 #User Registration</p> <p>Personal information</p> <p>Please fill in the necessary items, then click [Confirm] button.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>(*) is necessary to fill out.</p> <p>[Nature of Visit]</p> <p>Administrative Year of your visit to KEK 2022</p> <p>Primary purpose of visit to KEK Tsukuba/Experiment</p> <p>Project Experiment, Photon Factory</p> <p>Proposal/Experiment No 20226000 (2022)</p> <p>Period of Stay(*) 2022 (year) 04 (month) 01 (day) ~ 2023 (year) 03 (month) 31 (day)</p> <p>Area to be Accessed(*) <input type="text" value="Please select."/> Other(<input type="text"/>)</p> <p>Project Spokesperson Name(*) <input type="text"/></p> <p>During your time at KEK do you intend to enter a Radiation Controlled Area or work with/handle radioactive materials? (*)</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p style="text-align: center;">⋮</p> <p>[Affiliation Details] Only completely filled out forms will be processed, Click [Search] to look for your affiliation. * If you change your affiliation, please contact the Users Office by e-mail.</p> <p>Affiliation(*) <input type="text"/> <input type="button" value="Search"/></p> <p>Department/Division (*) <input type="text"/></p> <p>Countries and Regions(*) <input type="text"/></p> <p>Address(*) <input type="text"/> (Address) <input type="text"/> (Building)</p> <p>Position(*) <input type="text" value="Please select."/> Other(<input type="text"/>)</p> <p>Phone(*) <input type="text"/></p> <p><input type="text" value="Enter here manually if your affiliation is not listed in the search"/></p> <hr/> <p>Please click the [Confirm] button to enter the above details and move to the Confirmation Page.</p> <p style="text-align: center;"><input type="button" value="Confirm"/> <input type="button" value="Back"/></p> </div>
<p>3 #Notic</p> <p>Please mark in the box in front of "I agree and confirm the information" It's the middle of the page.</p> <p>#User Registration(Conform)</p> <p>Please check that your registration information is correct and click the "Agree" button.</p>	<div style="border: 1px solid black; padding: 5px;"> <p># Notice</p> <p>For the user registration, below is what you typed in. Please check if it is correct. Make sure that you understand the points to be checked before you proceed to complete this application. After you confirm your information, press [Agree] button. After your registration is completed, a <Completion of the User Registration> mail will be sent to the registered e-mail address. It takes about a week to approve your application. If you don't receive the e-mail after a week or you need to haste in registration, please contact Users Office.</p> <p style="text-align: center;">⋮</p> <p>(Others) Those who work on the experiment (research) are required to take out casualty insurance against unforeseen accidents. Among those, graduate students are allowed to file an application only on the condition that they state in the registration form that they have taken out casualty insurance and liability insurance. (You do not need to submit evidence)</p> <p style="text-align: center;">⋮</p> <p><input checked="" type="checkbox"/> I agree and confirm the information.</p> <p style="text-align: center;">⋮</p> </div>

<p>※ If there is only a [Return] button, please go back and confirm the contents.</p>	<p>[Application] ----- Consent and User Registration Form ----- Click the "Agree" button to confirm the above content. <input type="button" value="Agree"/> <input type="button" value="Return"/></p>
4	<p>When your application is approved by the Users Office, you will receive an email with the message "KEK User Support System <Completion of the Registration for KEK Activity>".</p>