

For spokesperson (Person in charge)

■ The Forms(documents) which a spokesman(person in charge) must submit

From enter your User Portal

Left-hand-side of screen 「Team Member Information」 ⇒ 「1.From」

1)

「Team Member Information」



「1. From」

- ① Please select your project and Experiment number.
- ② Please click [Search] button.

2)

The documents which displayed "Yes" on the screen are necessary.

- ※1 The team members are listed automatically on the form 9-2, Application Form for Radiation Work at KEK, as soon as their user registration are completed
- ※2 You must print out the form 9-2 and send it to the KEK Radiation Science Center at the following address
Mailing Address: KEK Radiation Science Center
Please be aware that you cannot print out the form unless the pop-up blocker is turned off

Form Title	Beam line Beam time	Required	Completed		
Letter of Agreement for Experiments	-	Yes	Yes	Resubmit	※2
Application Form for Radiation Work at KEK	※1	Yes	Yes	Generate	Print/Save
Declaration of introduction of samples & chemicals	SFF 2015/06/04 17:00	Yes	Yes	Resubmit	
Declaration of introduction of samples & chemicals	SFF 2015/06/18 17:00	Yes	Yes	Resubmit	
Declaration of introduction of samples & chemicals	SFF 2015/11/12 17:00	Yes	Yes	Resubmit	
Declaration of introduction of samples & chemicals	SFF 2015/11/21 09:00	Yes	Yes	Resubmit	
Declaration of introduction of samples & chemicals	SFF 2015/12/12 09:00	Yes	Yes	Resubmit	
Declaration of introduction of samples & chemicals	SFF 2016/02/18 09:00	Yes	No	Submit	
Registration Cancellation Request	-	No	No	Submit	

Mailing Address: KEK Radiation Science Center

1-1 Oho, Tsukuba, Ibaraki 305-0801 Japan

Fax : +81-29-864-1993

For spokesperson (person in charge)

Spokesperson (person in charge) may approve the team member is below case.

1. In case there is no name on the registered list.
2. For the member who had not submitted the report last year.

As to proceed the approval Leader could take an approval transaction by following transaction
 Leader will get a notice of request for the KEK application from the User Office, and then access
 to the portal site and follow the instruction on the screen.

We approve it if sent us an email beforehand. E-mail: uo2@mail.kek.jp

■ How to do

Please enter your User Portal

Left-hand side of the screen 「Team Member Approval」 ⇒ 「1. Team Member Approval」

<p>1) 「Team Member Approval」 「1. Team Member Approval」</p> <p>① Please select your project and Experiment number.</p> <p>② Please click 「Search」button</p> <p>③ Select the applicant from the above table (Individual Select).</p> <p>④ Please click「Details」 button</p> <p>※ 検索結果に承認対象者が表示されない時は、代理者より承認済となっています。</p>	<p>1) Search criteria: Project Type: Photon Factory, Administrative year: 2015</p> <table border="1"> <thead> <tr> <th>Individual Select</th> <th>Status</th> <th>Name</th> <th>Affiliation</th> <th>Project</th> <th>System Entry Date</th> <th>Multiple Select</th> </tr> </thead> <tbody> <tr><td><input type="radio"/></td><td>P</td><td>xOΔ OOxx</td><td>OOUniversity</td><td>. Photon Factory</td><td>2015/12/03</td><td><input type="checkbox"/></td></tr> <tr><td><input type="radio"/></td><td>P</td><td>xOΔ OOxO</td><td>OOUniversity</td><td>. Photon Factory</td><td>2015/12/03</td><td><input type="checkbox"/></td></tr> <tr><td><input type="radio"/></td><td>P</td><td>xOΔ ΔOxx</td><td>OOUniversity</td><td>Photon Factory</td><td>2015/12/03</td><td><input type="checkbox"/></td></tr> <tr><td><input type="radio"/></td><td>P</td><td>xO OOxx</td><td>OOUniversity</td><td>. Photon Factory</td><td>2015/12/03</td><td><input type="checkbox"/></td></tr> <tr><td><input type="radio"/></td><td>P</td><td>xOΔ OΔxx</td><td>OOUniversity</td><td>. Photon Factory</td><td>2015/12/03</td><td><input type="checkbox"/></td></tr> <tr><td><input type="radio"/></td><td>P</td><td>OOΔ OOxx</td><td>OOUniversity</td><td>. Photon Factory</td><td>2015/12/03</td><td><input type="checkbox"/></td></tr> <tr><td><input type="radio"/></td><td>P</td><td>xΔΔ OOxx</td><td>OOUniversity</td><td>. Photon Factory</td><td>2015/12/03</td><td><input type="checkbox"/></td></tr> <tr><td><input type="radio"/></td><td>P</td><td>OΔ OOxΔ</td><td>OOUniversity</td><td>. Photon Factory</td><td>2015/12/03</td><td><input type="checkbox"/></td></tr> </tbody> </table> <p>2) Search button</p> <p>3) Details button</p>	Individual Select	Status	Name	Affiliation	Project	System Entry Date	Multiple Select	<input type="radio"/>	P	xOΔ OOxx	OOUniversity	. Photon Factory	2015/12/03	<input type="checkbox"/>	<input type="radio"/>	P	xOΔ OOxO	OOUniversity	. Photon Factory	2015/12/03	<input type="checkbox"/>	<input type="radio"/>	P	xOΔ ΔOxx	OOUniversity	Photon Factory	2015/12/03	<input type="checkbox"/>	<input type="radio"/>	P	xO OOxx	OOUniversity	. Photon Factory	2015/12/03	<input type="checkbox"/>	<input type="radio"/>	P	xOΔ OΔxx	OOUniversity	. Photon Factory	2015/12/03	<input type="checkbox"/>	<input type="radio"/>	P	OOΔ OOxx	OOUniversity	. Photon Factory	2015/12/03	<input type="checkbox"/>	<input type="radio"/>	P	xΔΔ OOxx	OOUniversity	. Photon Factory	2015/12/03	<input type="checkbox"/>	<input type="radio"/>	P	OΔ OOxΔ	OOUniversity	. Photon Factory	2015/12/03	<input type="checkbox"/>
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