Guidelines for User Registration in the KRS System

Date: October 1, 2026

✓ User registration is MANDATORY, even for day visits (single-day visits).

✓ Please complete user registration PRIOR to your visit or before starting the use of facilities, information assets, etc.

✓ User registration is required even if you do not plan to submit applications or make dormitory reservations.

✓ You do NOT need to present the registration completion screen upon arrival.

✓ This procedure is mandatory for all users to ensure research integrity, research security, and export control compliance.

1. Purpose of User Registration

From the perspective of ensuring research integrity, research security, and the proper implementation of export control, High Energy Accelerator Research Organization (KEK) is required to accurately track all individuals who visit KEK as well as those who utilize its facilities and information assets. Therefore, any person who intends to use KEK's facilities, information assets, information systems, or related resources MUST complete user registration through the KRS System.

2. Eligible Persons (Target Users)

Individuals falling under any of the following categories are required to register via the KRS System:

**Note: Persons visiting KEK temporarily for meetings, research gatherings, or consultations organized by KEK must also register if they utilize KEK facilities or information assets.*

**Note: Registration is NOT required for individuals who do not physically visit KEK but participate in KEK-hosted meetings remotely via online connection tools such as Zoom.*

① Visitors to KEK

• **Visiting Researchers, etc.:** Persons entering KEK under statuses defined by KEK Visiting Researcher Regulations.

[Examples] Persons visiting for joint-use experiments, facility utilization, collaborative research, meetings/committees, workshops, seminars, schools, research consultations, etc.

② Students, etc.

Students and trainees engaged in research activities, internships, practical training, etc., at KEK.

[Examples] Graduate students, undergraduate students, intern students, practical trainees, etc.

③ Users of KEK Facilities, Information Assets, etc.

Persons utilizing KEK facilities, information assets, information systems, network infrastructure, computing resources, or external services contracted and managed by KEK.

[Examples] Users conducting remote experiments from off-site, users connecting via VPN, users accessing via login servers, remote users of supercomputers/computing resources, users of KEK-managed cloud services, and any other individuals issued a personal user account.

> ※ **Persons Exempt from Registration:** KEK officers/staff, general visitors/tourists, and contract workers operating under outsourcing agreements are, in principle, exempt from these guidelines (however, separate required procedures may apply in certain cases).

3. Registration Timing and Important Notes

• **Timing of Registration:** Once your visit schedule or use of KEK facilities/information assets is confirmed, please complete your user registration promptly **prior to your visit or before starting usage.**

• **Required Registration Items:** Email address, Full Name, Affiliation, Purpose of Visit / Purpose of Use, etc.

• Email Address Limit Only ONE email address can be registered per person.	**• Lost Password** If you lose your password, please contact the Users' Office by email.	**• Updating Information** If your registered details change, please update your registration information as necessary.

4. Procedures Available After User Registration

Once user registration is complete, the following applications and reservations become accessible on the KRS System:

- Network Access Application (ネットワーク利用申請)
- Dormitory Accommodation Reservation (ドミトリー宿泊予約)
- Experiment Access Procedures (実験利用手続き)
- Travel Expense Claim Application (旅費申請)
- Other various application and reservation procedures provided on the KRS System

※ Important Notice: Completion of user registration serves as a prerequisite for submitting various applications and reservations, but it does NOT automatically grant authorization to use facilities, equipment, or information assets. For actual utilization, please submit the separate required applications and obtain official approval.

5. Registration & Operation Procedures

Please access the appropriate URL below based on your registration status:

Category	Target Users	Access URL / Manual
New Registration	First-time users of the KRS System	**【New Registration URL】** https://www2.kek.jp/uskek/eng/user/

(新規登録)		**【User Manual】** https://www2.kek.jp/uskek/eng/manual/initial-registration.html
Additional Registration (追加登録)	Existing account holders who: • Register for a new assignment / task • Re-register for a new fiscal year	**【Login URL】** https://krs.kek.jp/uskek/ui/UI_00000E **【User Manual】** https://www2.kek.jp/uskek/eng/manual/add-projects.html

6. Contact Information

If you have any questions or require assistance regarding user registration, please contact:

- **Contact Office:** High Energy Accelerator Research Organization (KEK) Users' Office
- **Email: usersoffice@mail.kek.jp**