

## <Application of the wireless LAN and/or the wired LAN for new fiscal year>

You need to apply the wireless LAN and/or the wired LAN every fiscal year (Apr. 1- Mar. 31). Please apply following the procedure below.

**Important Note:** Please apply and complete your user registration for new fiscal year before applying the wireless LAN and/or the wired LAN for new fiscal year.

### <How to apply for the Wireless LAN>

1. Login our system(User Portal) <http://www.kek.jp/uskek/eng/>
2. Click [+ **Administrative Procedures for Visiting KEK/J-PARC**] on the left side of pull down menu.
3. Click [**1. Administration relating to your visit**] on the left side
4. Click [**Next**] on the right side screen menu.
5. Click **Submit [Apply for the wireless LAN]** from the pull-down menu.
6. Fill out the application sheet for the wireless LAN.

Note 1: You need MAC address for the registration of the wireless LAN. If you do not know how to find your PC's MAC address, please check the pdf file below.

[http://uskek.kek.jp/documents/How\\_to\\_find\\_MacaddressE20110704.pdf](http://uskek.kek.jp/documents/How_to_find_MacaddressE20110704.pdf)

Note 2: You must resubmit the wireless LAN and /or the wired LAN when you have changed your OS or when you have purchased a new PC.

Note 3: Please apply wired Mac address through your portal site. When you do that, you need to input your wired Mac address(Physical address) in wireless application and write "wired" in the comment column.

#### **\* After registration completion \***

- \* After completing the registration for the wireless LAN, we send you an e-mail which informs you how to set up the wireless LAN.

#### **\* Registration completion time \***

- \* 30 to 60 min. when applied during daytime in the weekday.
- \* Next morning (by noon) when applied after 5pm.
- \* Next working day (by noon) when applied weekends and holidays.
- \* It may take a while when there are many applications, like beginning of the FY or after the holidays.

 The following users and KEK staffs need to apply at the computing center not at the users office.

- KEK staff
- KEK Emeritus Professor
- JSPS Foreign Visiting Researcher
- KEK Graduate Student (Soken Univ.)
- KEK Post Doctoral Fellow
- KEK Foreign Researcher
- Visiting Researcher
- Other KEK Employee

**Once your adapter number is registered, you can use the KEK wireless LAN system until the end of March.**