

## Getting started at Fermilab for MINERvA users

### Getting an ID number

- Go to the Fermilab User's office in Wilson Hall, 1st floor on the west side behind the elevators.
- You need to have passport (visa?) if non-US, picture ID if US. Also need to know your health insurance.
- Fill out the UserID application and pick up a copy of the computer account application information.
- Get a spokesperson (Jorge Morfín or Kevin McFarland) to sign the form.
- Return the form to the User's office to get a visitors' ID number good for a computer account.
- These steps can in principle be done remotely by downloading the forms, faxing to Jorge or Kevin and having them send them on to the User's Office.

### Getting a computer account:

#### ***Fermilab General Computing***

While you wait for the spokespeople to sign, Read the [Fermilab Computing Policy](#) and sign it.

Get your user ID number as above

Fill out the account request form at the link below. You want all of the items listed but especially a kerberos principal and an fnalu account. The email is optional but a good idea. The cryptocard is not essential but very useful.

[http://computing.fnal.gov/cd/forms/acctreq\\_form.html](http://computing.fnal.gov/cd/forms/acctreq_form.html)

An email will be sent to your supervisor asking that they confirm by replying. Make certain your supervisor gets this email and does in fact reply to it. An email will also be sent to a responsible authority in MINERvA. This can take up to a day.

Then log onto fnalu to make certain you can and check out your new email accounts.

You should receive several emails for different systems. Now you should set them up.

#### Email:

- For Imap - click on the link to [imapserverN.fnal.gov](http://imapserverN.fnal.gov) in your email (N differs) and log in using the provided password. Then go to Options > Password and change your password.
- For smtp go to <http://computing.fnal.gov/email/smtp-server/usr-options.html> and change your password.
- You can now add an account to your favorite IMAP client which allows you to see/send email from your Fermilab account.

#### Kerberos

- for your kerberos principal the best thing to do is to go the basement of the hirise and get your password from Yolanda Valadez of Helpdesk Services. You then need to change it at the special terminal in the user area. Needs to have at least 10 characters of 2 different types.
- for cryptocard read the directions at [http://www.fnal.gov/docs/strongauth/presentations/crypto\\_easy.html](http://www.fnal.gov/docs/strongauth/presentations/crypto_easy.html)

#### Now test things

- send an email to yourself at your fermilab account and make certain you get it.
- See if you can log in to a fermilab machine like fnalu
  - log into secure terminal someplace (ssh from a window on your machine - telnet is BAD)
  - Turn on your cryptocard and enter your PIN when requested, you should then see FERMILAB
  - type  
`ssh -l <your fermilab account name> fnalu.fnal.gov`

you will see

Press ENTER and compare this challenge to the one on your display: [05340182]

the first time you do this you need to hit CH/MAC or DIG to enter this challenge into your cryptocard . After that your card is synched and you will normally just have to hit enter to get the 8 digit response. If you delay by more than 2 minutes you have to try again.

- type in the 8 character string on your card.

You should be on the machine now.

- See if you can see the minerva afs directory

`/afs/fnal.gov/files/code/minerva`

### ***MINERvA-Specific Computing***

These are software tools that are set up specifically for the MINERvA collaboration at Fermilab.

#### **DocDB**

DocDB is a document database. It's useful for maintaining collaboration and project documents and as a means of posting presentations for meetings. A more detailed description is available on the Computing Division web page at <http://docdb.fnal.gov/doc/>. Meetings are typically defined as *events* in DocDB. DocDB allows for access to files at different security levels. MINERvA presently uses three:

- public ..... Anybody can view these files.
- minerva ..... These files require the minerva password; ask your supervisor for it.
- Reviewer ..... These files are for non-collaborators who may review the project. They are also viewable by minerva.

The MINERvA DocDB page is at <https://minerva-docdb.fnal.gov/>. You can log on as "minerva" using the password or, by obtaining a certificate, you can log on with that and eliminate the need to enter the username and password. Instructions for obtaining a certificate can be found at <http://cd-docdb.fnal.gov/preauth.html>.

When you start using MINERvA DocDB, there are a couple of chores you should do right off. First, follow the "Your Account" link to create a DocDB account for yourself. You can use this account to set e-mail notifications. DocDB will e-mail when you documents you are interested in are added or change. This does not change the way that you access DocDB – you still log in as "minerva". Neither does it add you to the author list. If you are not already on the author list, follow

the “Authors” link and then “Add an author”. If you don’t know whether or not you’re already on the list, follow the “Authors” link and look for your name.

If you have questions about DocDB, suggestions for new topic categories, keywords, or event types, contact [minerva-adm@fnal.gov](mailto:minerva-adm@fnal.gov) or contact the MINERvA Documentation Coordinator. At present, this is [Dave Boehnlein](#).

## **Getting a picture ID**

To get a real FNAL ID which allows you into areas like labs you need to go through a 3 hour orientation training course. These are normally held at 1pm on Monday and 8am on Thursday at the training center.

The User's office should have given you a slip of paper for the training supervisor to sign.

Wear nice clothes and comb your hair - the guy at the gate will appreciate it.

Bring this slip to the ID office in the middle of the basement of Wilson Hall and get your ID.