

LLE Computer Account Request Form

Instructions:

- Account set up will be scheduled with Cindy Dorfner, ext. 55110 or Alan Shechter, ext. 59643.
- Familiarize yourself with LLE Instruction 9860 - COMPUTER ACCESS POLICY (it'll be emailed to you)
- Complete all fields and sign the form.
- Obtain your supervisor's signature.
- Present the form to Room 2227 or Room 2416 to setup your username and password.

Name	Assigned Username <i>Copy to Quick StartGuide!</i>
Phone #	Mobile #
Personal E-Mail	
Room #	LLE contact for external users

Internal Account

- Faculty/Staff

Supervisor's Signature

Date

- Graduate/Undergraduate Student

Advisor's Signature

Date

- CO-OP / TAR

Advisor's Signature

Date

External Account

- NLUF
- LLNL
 - LANL
 - SANDIA
 - NRL
 - CEA
 - AWE
 - MIT
 - Other

Approved - Coordinator of External Collaborations

Date

Account Type(s) (select all that apply)

- Web Site Access
- Shot Request Forms and Data - Tom Klingenberger (51082) or Bob Rombaut (59191) if Tom is out.
 - LLE Offsite Web Access – Viewgraphs, travel forms (CSG)
 - Teamcenter (Engineering Users Group, managed document access – Dave Cocina (34943), Craig Robillard (54702)
 - Network Access (Windows and E-mail)
 - UNIX Shell (including Network Access)
 - Google Calendar (Chromeboxes) - Cindy Dorfner (55110)
 - Email a link to: Creating_New_Accounts_Unix.doc
 - VPN / Secure Global Desktop (CSG)
 - SecurID issued? S/N: _____

Additional Access Privileges (select all that apply)

- OMEGA (Redwood) File Access
- OMEGA (Redwood) Shell Access

Your signature affirms that you have read LLE's computer access policy, understand it, and will abide by it. Policy violations may result in suspension or termination of access privileges.

User's Signature: _____ Date: _____

Last updated: Friday, July 1, 2016 by Wyatt CSG:\Documents\Account Creation Documents

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Quick Start Guide for New Personnel

Here are some tips to help you navigate the computing systems:

- Your username is _____ (assigned by CSG)
- Your LLE email address is [username]@lle.rochester.edu
 - We do not forward this email to another one. You are responsible for checking this email account.
- You can check your email remotely: <https://mail.lle.rochester.edu>
- You can change your password at any time. Go to www.lle.rochester.edu, mouse over Resources and choose Change Password.
- To add a printer, click on the Start icon, type [\\printserv](#) and press Enter. Double-click on a printer with a room number close to you.
- For any computer assistance, send an email to problem@lle.rochester.edu
 - Please include the name of the PC, what you are requesting, and a time frame that it can be done.
 - You can also call the CSG on call phone: 585-313-6636 between the hours of 8:30AM and 5:30PM.

User's Signature: _____ **Date:** _____

Quick Start Guide for New Personnel

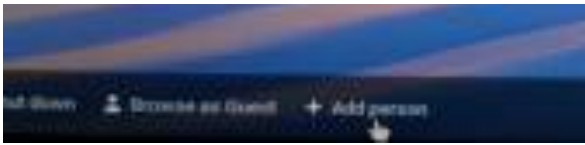
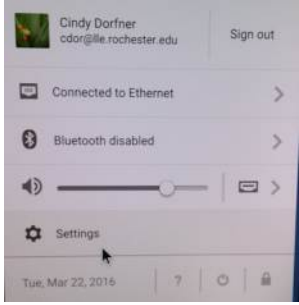
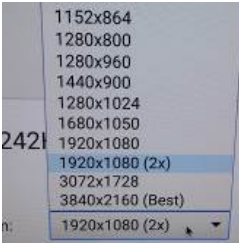
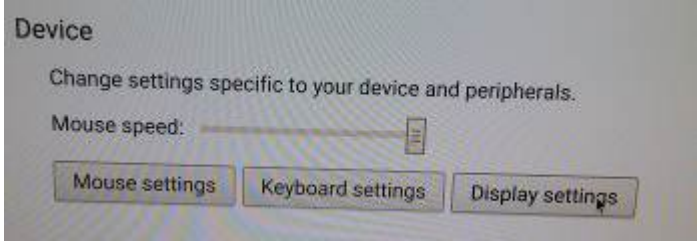
Intent:

Basic instruction for starting to use a chrome device or setting up a new-to-you chrome box

Prerequisite:

Computer Support Group (CSG) must have set up a corporate google account using your LLE ID

Summary: The Chrome device is a user interface for a dedicated computer in the central computing facility. This instruction will enable you to set up your device for use. If you are unable to perform any of the steps, contact Cindy Dorfner in CSG.

1	<p>Log into your Chrome device. Make sure the device is plugged into your monitor, keyboard, and mouse and powered “on”.</p> <ul style="list-style-type: none">• Select “Add a Person” in the lower left corner 
2	<p>Verify Screen Settings</p> <ol style="list-style-type: none">1. Settings are on the Lower Right portion of the screen2. Most screens are 1920X 10803. Update Mouse speed to comfortable level  <p>Image 1</p>  <p>Image 2</p>  <p>Image 3</p>

Quick Start Guide for New Personnel

Upload the RDP app (This will allow you to connect to your windows computer):

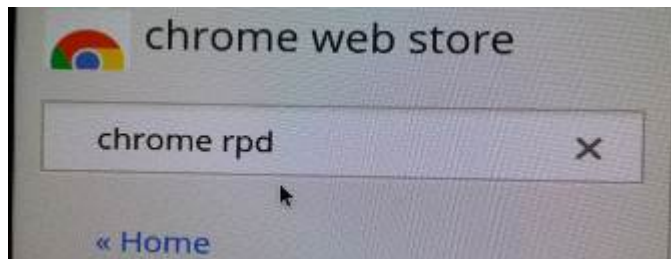
- In the lower left corner, click on **Launcher** (*Remember where Launcher is. You will use it again*)



- Click on the Web Store



- Search for Chrome RDP




- Select “Add to Chrome” (then a verify window will pop up to “add app”).



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


Quick Start Guide for New Personnel

4	<p>Add RDP to the quicklaunch toolbar:</p> <ul style="list-style-type: none">• Close out of web store, then click on the launcher again, and open “all apps”, and you should see the following icon:  <ul style="list-style-type: none">• Right click on it, and select _____ to pin to shelf.
5	<p>Connect to your computer. Launch RDP using the Launcher or the quicklink you just setup. This will open a Window for your use.</p> <ul style="list-style-type: none">• In the popup, type in the computer name: <u>x64vserv02.lle.rochester.edu</u>• Click “Connect”• You can control the size of the computer window by changing the “options” in this window (top right corner)<ul style="list-style-type: none">○ General○ Select Full Screen○ Click OK• Enter your credentials in this screen:<ul style="list-style-type: none">○ Enter the Domain: LLE○ Username is your username assigned by CSG (your e-mail)○ <p><i>A window screen should be in front of you now that looks like a normal PC with Microsoft Office Suite (Word, Excel, Power Point, Visio, and others). If not, contact CSG</i></p> <div data-bbox="188 1251 1214 1388" style="border: 1px solid black; padding: 5px;"><p>This RDP Window computer will be where you do most <u>document processing</u>, but keep going as there are many other capabilities for the <u>Chrome device</u></p></div>
6	<p>Setup Printing on your RDP computer:</p> <ul style="list-style-type: none">• On your RDP window, select the Start (bottom left corner) and choose “Devices and Printers” option• Select “Add a Device”. Talk to a near office mate to find the name of the closest printer or contact CSG to help you.

Quick Start Guide for New Personnel

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Minimize your RDP computer session by clicking the minimize on the top central toolbar. Remember the Three basic symbols

- Minimize (shrinks window to your toolbar) looks like: 
- Maximize (Enlarges window to your full screen size) looks like: 
- Close window looks like: 



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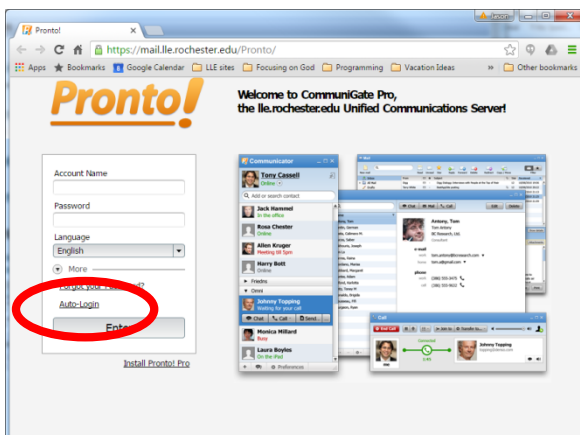
With the RDP computer window minimized, you have the Chrome operating system presented to you. The Chrome operating system is little more than a chrome web browser. In it you can access any webpage you need. Your toolbar in the bottom left should have an icon for a chrome browser (most of the other links are simply web links to youtube, google drive, etc.)



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Familiarize yourself with LLE website: www.lle.rochester.edu

- Mail is available this way inside your RDP computer window where you will be able to open and edit documents. This process will also work in the chrome web browser, but editing documents will not work.
- Webmail is handled through Pronto. To access pronto, select **Resources** from the top menu bar on the home page
- Webmail is the first item in the Resources webpage. Select the webmail link
- The Pronto webpage will look like this: Click Auto-Login (circled in Red)



- A pop-up will ask you for your User Name and Password.
- Use of Pronto should be similar to other e-mail programs you have used in the past. If you have issues, contact CSG.

Quick Start Guide for New Personnel

10	<p>Notes on when to use the Chrome web browser</p> <ul style="list-style-type: none">• Sound is only available using the Chrome web browser• Video rendering is much smoother on the chrome web browser.
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