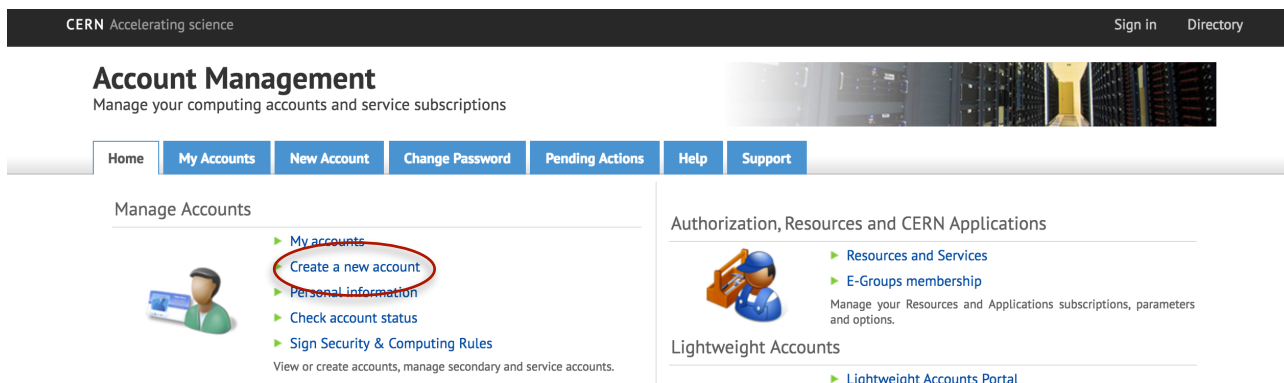
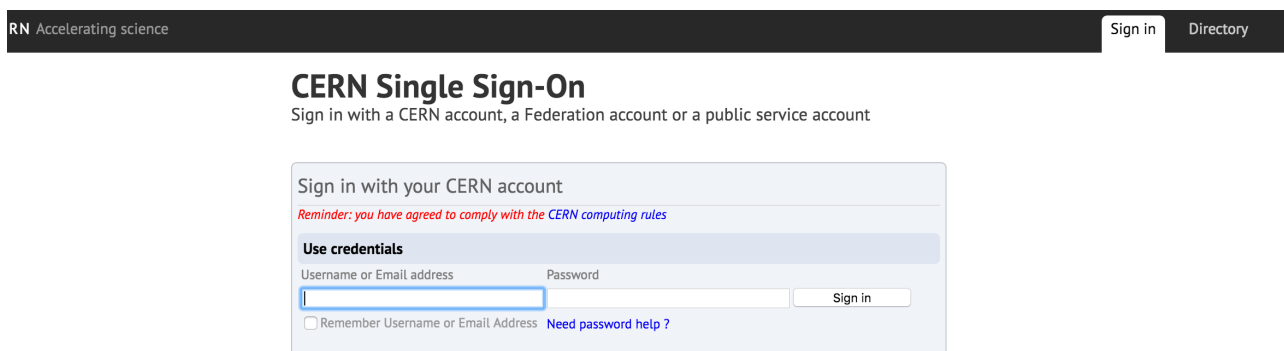


## A short introduction to new Ixplus account creation

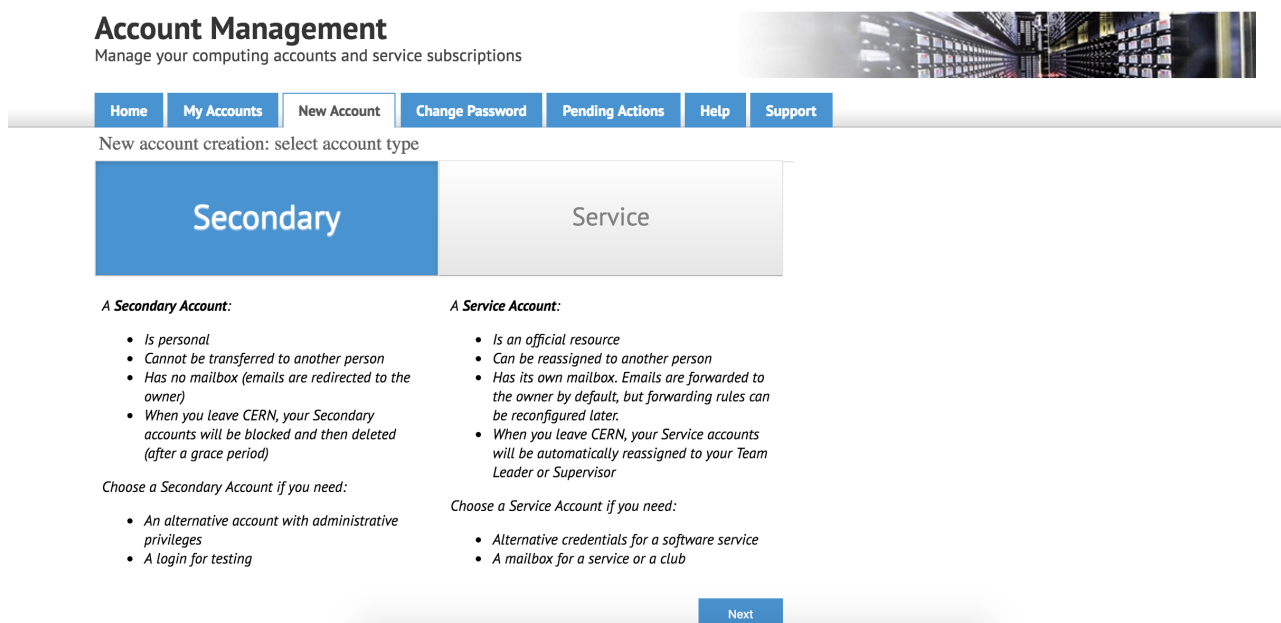
1. Go to <https://account.cern.ch/account> webpage
2. Select “Create new account”



3. Sign in



4. Select the option “Secondary account” and click next



5. Provide a new username for login. If you want (it is optional) provide a description of the account.

CERN Accelerating science Sign out Directory

## Account Management

Manage your computing accounts and service subscriptions

[Home](#) [My Accounts](#) [New Account](#) [Change Password](#) [Pending Actions](#) [Help](#) [Support](#)

New account creation: account details

Please provide all the required information to create your Secondary account:

Login:

Description:

[Previous](#) [Next](#)

6. After clicking next, the following message should appear.

CERN Accelerating science Sign out Directory

## Account Management

Manage your computing accounts and service subscriptions

[Home](#) [My Accounts](#) [New Account](#) [Change Password](#) [Pending Actions](#) [Help](#) [Support](#)

New account creation: summary

✓ The request to create your account was submitted.

When the operation is complete, you will receive a confirmation mail, which will contain a link to activate your account and set an initial password for it.

7. Once you get the email confirming that the account creation was successful, go back to the initial webpage (<https://account.cern.ch/account>). This time select “My accounts”.

CERN Accelerating science Sign in Directory

## Account Management

Manage your computing accounts and service subscriptions

[Home](#) [My Accounts](#) [New Account](#) [Change Password](#) [Pending Actions](#) [Help](#) [Support](#)

Manage Accounts

[My accounts](#)

[Create a new account](#)

[Personal information](#)

[Check account status](#)

[Sign Security & Computing Rules](#)

View or create accounts, manage secondary and service accounts.

Authorization, Resources and CERN Applications

[Resources and Services](#)

[E-Groups membership](#)

Manage your Resources and Applications subscriptions, parameters and options.

Lightweight Accounts

[Lightweight Accounts Portal](#)

8. Among the different accounts, select the newly created one. Which should be identified by a “no trespassing” sign.

### Account Management

Manage your computing accounts and service subscriptions

Home My Accounts New Account Change Password Pending Actions Help Support

Accounts

Name, mail, login or ID

☐ Search login only

- Annarita Buonauro (abuonaur)
- Annarita Buonauro (abuonau)
- Annarita Buonauro (annship) Created on 09/07/2016 19:52:51

Account properties

SecondaryAccount: Annarita Buonauro (annship)

Login: annship

Mail: annship@cern.ch

Account Tasks

- Activate account.**  
Activate the account and set an initial password.
- Change or reset password...**  
Change or reset your account's password and get help creating a new password.
- Check account status...**

9. Select “Activate account”

### Account Management

Manage your computing accounts and service subscriptions

Home My Accounts New Account Change Password Pending Actions Help Support

Accounts

Name, mail, login or ID

☐ Search login only

- Annarita Buonauro (abuonaur)
- Annarita Buonauro (abuonau)
- Annarita Buonauro (annship) Created on 09/07/2016 19:52:51

Account properties

SecondaryAccount: Annarita Buonauro (annship)

Login: annship

Mail: annship@cern.ch

Account Tasks

- Activate account.**  
Activate the account and set an initial password.

10. The account should then be seen as “Active”.

11. Select “Change or reset password”

**Change or reset password...**

Change or reset your account's password and get help creating a new password.

**Check account status...**

Check the status of the account and get groups information.

**Services...**

Manage Resources and Applications subscriptions, parameters and options for the account.

## 12. Click on "Reset password"

**Account Management**  
Manage your computing accounts and service subscriptions

Home My Accounts New Account Change Password Pending Actions Help Support

Change CERN Account Password

Changing the password of the CERN Account **annship**.

☒ Reset password

Current password:

New password:

Confirm new password:

You are now changing your CERN account's password.  
This is the password you use to login.  
For security reasons, it is not the same as the EDH signature password, which is used to sign electronic documents (e.g. leave requests).

## 13. Get the new password.

CERN Accelerating science









**Account Management**  
Manage your computing accounts and service subscriptions

Home My Accounts New Account Change Password Pending Actions Help

Change CERN Account Password

The password for the account 'annship' was reset successfully by 'abuonaur'.  
✓ The new password is :

## 14. Always taking care of being in your newly created account, select: Services.

-  [Change or reset password...](#)  
Change or reset your account's password and get help creating a new password.
-  [Check account status...](#)  
Check the status of the account and get groups information.
-  [Services...](#)  
Manage Resources and Applications subscriptions, parameters and options for the account.
-  [Change Description.](#)  
Change the description of the account.
-  [Add a new email alias.](#)  
A mail alias is a convenience e-mail address.
-  [Provide or update an external email address.](#)  
Provide an external (non-CERN) alternate email address that can be used to contact you if needed for security reasons.
-  [Use an external email address.](#)  
Delete your CERN mailbox and use an external (non-CERN) email address.
-  [Set Forward.](#)  
Keep your CERN Mailbox and Forward Email to an alternate address, optionally copying to your CERN Mailbox.

15. The following page should open from which you can select LXPLUS and LINUX

**CERN Resources Portal**  
Manage your CERN Resources, lifecycle, settings, etc.

Home | List Services | Pending Actions | Select Account | Help | Support

Account owner acting on behalf of account **Annarita Buonauro (annship)**

**Services**

**Available Services**  
Listing all the services, with their subscription status

[Search] [x]

**Basics**

- Account Management (Subscribed) - Computing Accounts
- E-Mail (Subscribed) - E-Mail Services

**Communication and Collaboration**

- Lync IP Phone Service (Not Subscribed) - Lync IP enhanced telephony
- Fax Service (Subscribed) - Send and receive faxes as emails.
- Vidyo (Not Eligible) - Universal videoconferencing system.
- E-Groups (Subscribed) - Electronic groups for authorization and mailing lists
- Unified Messaging (Not Eligible) - Voice mail on Exchange

**Operating Systems**

- Windows Services (Not Subscribed) - Remote access to Windows computers.
- LXPLUS and Linux (Not Subscribed)** - Linux and LxPlus services
- Mac Desktops (Subscribed) - Mac Desktop Service
- Windows Desktops (Subscribed) - Centrally managed Windows desktops and laptops.
- Cloud Infrastructure (Not Subscribed) - Cloud Infrastructure Projects.

16. Select among the proposed computing groups the ship-cg one:

Specific project or experiment environment

If you need a specific environment, linked to a project or experiment, you should be added to a specific Computing Group.

Select the Computing Group from the list below, and send a request to the Group Administrators, explaining why you need to join the group.

Note: since your primary account **abuonaaur** is member of the Computing Group **zh**, this group was preselected for you.

Computing Group:

Comment / reason:

17. Insert a small comment and send the request. You should receive the following mail

noreply@cern.ch

to ship-cg-admins, annarita.buona. [v]

**Add account to Computing Group**

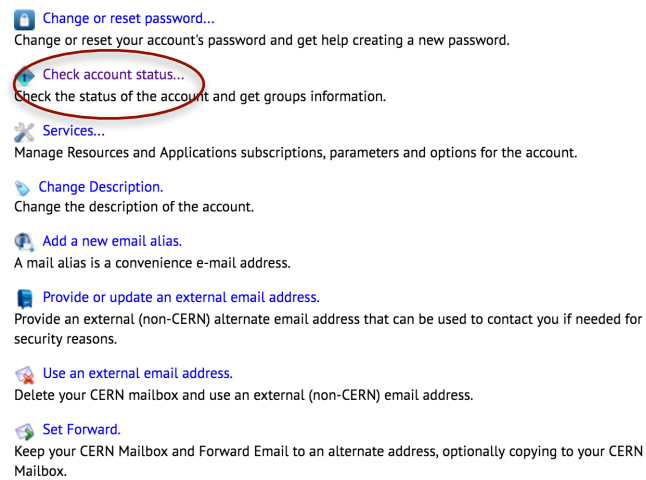
Dear administrators of the Computing Group ship-cg,

Please add my Secondary account 'annship' to the Computing Group ship-cg.  
I need the account to be added to the group because:  
FairShip Use

Click the link below to open directly the E-Group Application:  
<https://e-groups.cern.ch/e-groups/Egroup.do?egroupName=ship-cg&tab=3>

Best regards,  
Annarita Buonauro

18.To check to which computing group your account is associated, go to “Check account status”



19.Once the procedure is complete and you have been added to the ship-cg group, you should see on the account status

Computing Group	
Computing Group:	ship-cg
Group Administrators:	<a href="#">ship-cg-admins</a>