

User registration and visiting procedures in JFY2019

* * February 2019 J-PARC Users Office

WHAT TO DO to use J-PARC in JFY 2019 (start from April 1, until the end of March 2020).

1. If you wish to visit J-PARC in JFY 2019, please get in touch with your contact person.
2. [Activate your page for use in new fiscal year](#). Registration acceptable on/after February 15.
3. Submit [Application form to visit J-PARC](#) by 2 weeks prior to visiting date. Register your vehicle as well.
4. [Visit proposal](#) is mandatory for foreign nationals and non-residents.
5. Check requirements whether you could continue [J-PARC Radiation Worker Registration](#) to fill out the application on website by March 19. Fill out "I aspire to continue radiation registration" on the remarks on the [Application form to visit J-PARC](#). Never accepted by e-mail bases. <-> [General procedure](#)
6. Watch the [online safety video](#) before you come. This video is a part of whole training and you need to finish comprehensive quiz at Users Office (UO).
7. Submit application form of [J-PARC Card](#), a card key for experiment facilities and Research building. To continue using in JFY 2019 deadline on March 19. MLF users are not applicable.
8. Check [timetable of safety course](#) and request booking via the Application form to visit J-PARC or by e-mail. [What should I do to attend after UO business hours?](#)
9. On your first day, visit UO. [Follow the mandatory safety course including the comprehensive quiz](#) and sign to application form for User ID card (for JFY 2019).
[Return all the items which you have used in JFY 2018](#), and [receive updated items \(User ID card for JFY 2019, J-PARC Card and dosimeter, etc.\)](#).

For NEW/START-UP users

1. If you wish to visit J-PARC in JFY 2019, please get in touch with your contact person.
2. [Start User registration](#) and activate your page. Registration acceptable on/after February 15.
3. Submit [Application form to visit J-PARC](#) by 2 weeks prior to visiting date. Register your vehicle as well.

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4. [Visit proposal](#) is mandatory for foreign nationals and non-residents.
5. Create [J-PARC Radiation Worker Registration Form \(JFY2019\)](#) and submit to UO.
6. Watch the [online safety video](#) before you come. This video is a part of whole training and you need to finish comprehensive quiz at UO.
7. Submit application form of [J-PARC Card](#), a card key for experiment facilities and Research building. MLF users are not applicable.
8. Check [timetable of safety course](#) and request booking via the Application form to visit J-PARC or by e-mail. [What should I do to attend after UO business hours?](#)
9. Send your face photo data in jpeg format by e-mail in order to issue User ID card.
10. On your first day, visit UO. [Follow the mandatory safety course including the comprehensive quiz](#) and sign to application form for **User ID card (for JFY 2019)**.

[Receive User ID card, vehicle permission pass, J-PARC Card and dosimeter, etc.](#)

(Step-1)

J-PARC provide two types of website, [KEK user support system](#) and [J-PARC user support system](#), and user selects the website. [Please check in advance about your using facility and experiment beam lines at MLF.](#)

Start from **User registration** and activate your page at User Portal Site.

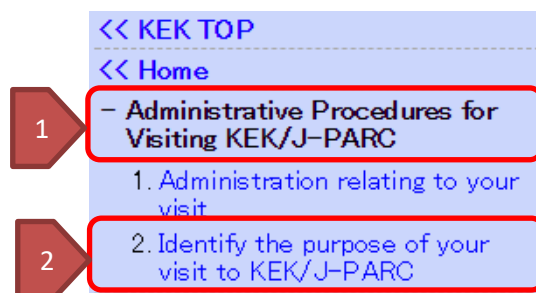
1. For the Registered users (KEK user support system)
2. For the Registered users (J-PARC user support system)
3. I have an account in one site but use the other site. This is my first time.

1. For the Registered users (KEK user support system)

Log in with your user ID (e-mail address) and your password, click “Administrative procedure for visiting KEK/J-PARC”, 2. Identify the purpose of your visit to KEK/J-PARC, enter your affiliation and experiment details.

KEK User Support System URL:

https://krs.kek.jp/uskek/ui/UI_00000E.do



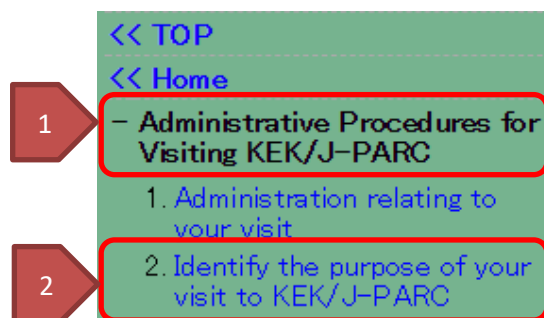
Note: For a limited period from Feb.15 (Fri) to Apr. 30(Tue), only the intended experiments users are applicable to go through registration in easy way at “3. Annual renewal”. If you cannot find the subject in your portal site, please start at “2. Identify the purpose of your visit to KEK/J-PARC”.

2. For the Registered users (J-PARC user support system)

Log in with your user ID (e-mail address) and your password, click “Administrative procedure for visiting KEK/J-PARC”, 2. Identify the purpose of your visit to KEK/J-PARC, enter your affiliation and experiment details.

J-PARC User Support System URL:

https://jrs.j-parc.jp/usjparc/ui/UI_00000Edo



3. I have an account in one site but use the other site. This is my first time

1. [Please check in advance about your using facility and experiment beam lines at MLF.](#)
2. Find and click your experiment on the list at URL above, user support page opens,
3. Start up at “User Registration”.

User ID Password *If you don't have user ID, you need to registration

(Step-2)

1. Submit “Application form to visit J-PARC” and “Visit Proposal”.

Submit application forms by 2 weeks prior to your visiting date.

Select JFY 2019,

Click “Administrative procedure for visiting KEK/J-PARC”, 1. Administration relating to your visit, “Next”,

Both application forms are located in [Online Application Forms].

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[Online Application Forms]

Form Title	Required	Completed		
VISIT PROPOSAL (J-PARC)	Yes	No	Submit	
J-PARC Card	No	No	Submit	
Application form to visit J-PARC	No	No	Submit	Modify/Cancel

2. Additional procedure should be required

2-1. Online safety video

2-2. Radiation registration procedure

2-2-1. I'm new.

2-2-2. **I've registered in JFY2018 and wish to continue my registration.**

2-2-3. The due date of returning dosimeter is at 10:00am on April 1.

2-3. J-PARC card

2-1. For all users: Online safety video

Safety training is very important in J-PARC. Watch the online safety video before you come.

Watch safety video on website in advance.

(Take the specified courses which are directed on your page.)

MLF (Duration of video: 0.5H)

Hadron facility (0.5H)

Neutrino experiment facility (1H)

Accelerator (0.5H)

↓ Your course is displayed on your page.

[On-line safety instruction]

* Safety instructions listed here are all mandatory.

Name of safety instruction	Type of instruction
MLF Facility safety instruction	Facility

2-2. Radiation Registration

2-2-1. I'm new. General Procedure

Submit Radiation Worker Registration Form (JFY2019) by two weeks prior to visiting date.

Click "Administrative procedure for visiting KEK/J-PARC", 1. Administration relating to your visit, "Next", form is located in [Forms to be submitted once in Japanese Fiscal Year].

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[Forms to be submitted once in Japanese Fiscal Year]

Radiation Worker Registration Form (JFY2019)

2-2-2. Update (continue) my registration

When you are registered in JFY2018 and wish to continue registration, you can use a dosimeter in April even if submittal of the form would be in after. **All J-PARC Radiation registrations will end at the end of March 31 2019 in general, excepting who applied to continue.**

To continue registration, applicant needs to fulfill following conditions and if you are not applicable to continuous user, see [2-2-1. I'm new](#) procedure.

J-PARC radiation registration could be continued in the way below:

Requirements

To continue registration, applicant needs to fulfill following conditions:

I submitted Radiation Worker Registration Form (JFY2018) (=I'm registered user in JFY2018)

I belong to the same institute/affiliation as before.

I can submit "Radiation Worker Registration Form (JFY2019)" by April 30 (Tue).

I can complete the J-PARC radiation safety training by April 30 (Tue).

How to apply

Applicants need to submit "[Application form to visit J-PARC](#)" by March 19th.

Fill out "I aspire to continue radiation registration" on the remarks on the Application form to visit J-PARC. Never accepted by e-mail bases.

2-2-3. Due date of returning dosimeter is at 10:00am on April 1.

Return dosimeter issued in JFY 2018 by the due date because of periodic measurement.

2-3. The J-PARC Card (key card for experiment facilities and Research building).

Submit application form of **J-PARC Card**, a card key for experiment facilities and Research building. All registrations will end at the end of March 31 2019 in general, excepting who applied to continue.

In general, issuing process usually takes about 1 week from application confirmed.

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Application for continuous use in JFY2019 deadline on March 19th (Tue).

[Online Application Forms]

Form Title	Required	Completed		
VISIT PROPOSAL (J-PARC)	Yes	No	Submit	
J-PARC Card	No	No	Submit	
Application form to visit J-PARC	No	No	Submit	Modify/Cancel

(Step-3)

Follow the mandatory full safety course including the comprehensive quiz and receive User ID card and other items.

Pick up items at UO

For continuous users;

1. Return the all items received from UO.
2. Sign to application form for User ID card (for JFY 2019) and receive updated items (User ID card for JFY 2019, J-PARC Card and dosimeter, etc.).
3. Request (extension of using) rental items such as bike, house phone (PHS), etc.).

For new users;

1. Sign to application form for User ID card (for JFY 2019) and receive items (User ID card for JFY 2019, J-PARC Card and dosimeter, etc.).
2. Request rental items such as bike, house phone (PHS) and IQBRC card key etc.

Safety training

1. [Watch the online video before you come.](#)

Watch the video on website in advance. (Take the specified courses.)

- MLF (Duration of video: 0.5H)
- Hadron facility (0.5H)
- Neutrino experiment facility (1H)
- Accelerator (0.5H)

2. Check [timetable of safety course](#) and request booking via the [Application form to visit J-PARC](#) or by e-mail. [What should I do to attend after UO business hours?](#)
3. Follow the mandatory safety course at UO on your first day to finish every safety training.

UO business hours: 9am-5pm, Mon-Fri.

Comprehensive Quiz

Answer the quiz at UO. (5-10 min.)



J-PARC Radiation Safety training

Attend the specified course at UO, as follows;

- Short version (for 0.5H) for who attended the J-PARC Radiation safety training in JFY 2018.
- Others must take whole version. (for 1.5H, regular safety training)

(as of April 1, 2019)

Note: 0.5H course is not selectable when the applicant attend after UO business hours and holidays due to capacity shortage and scanty equipment.

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