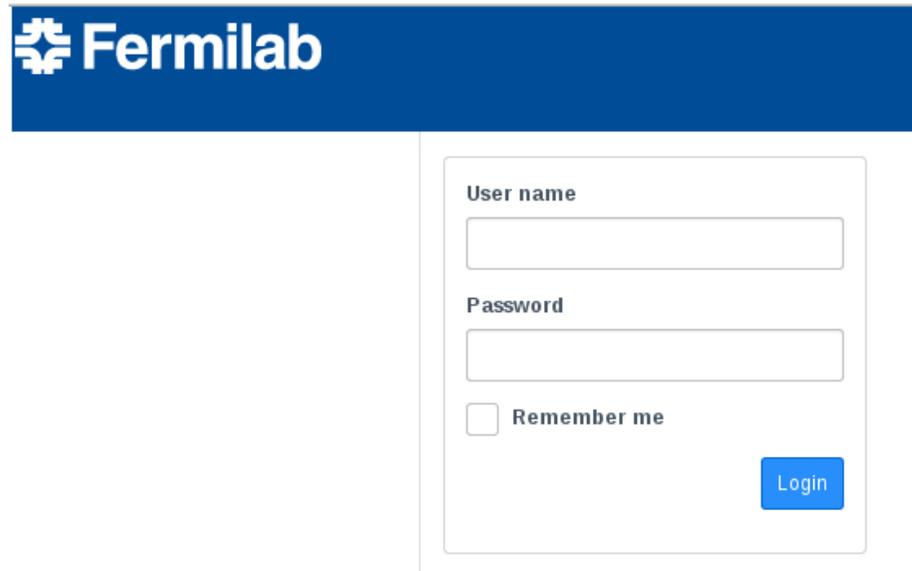


How to apply for an experiment VO membership with Production role through Service-Now request.

1. Point your browser to the Service-Now web page: fermi.service-now.com and log in with your Fermilab service login/password.



The image shows a screenshot of the Fermilab Service-Now login interface. At the top, there is a dark blue header with the Fermilab logo (a stylized particle detector) and the word "Fermilab" in white. Below the header, the login form is contained within a light gray border. It includes the following elements:

- User name:** A text input field.
- Password:** A text input field.
- Remember me:** A checkbox followed by the text "Remember me".
- Login:** A blue button with the text "Login" in white.

2. Select “Service Catalog” from the menu on the left sidebar.

The screenshot displays the ITIL Homepage dashboard. The left sidebar contains a menu with the following items:

- Homepage
- Self Service
- Service Catalog** (highlighted with a mouse cursor)
- Core Computing Services
- Scientific Computing Services
- Knowledge
- My Current Requested Items
- My Watched Requested Items
- My Past Requested Items
- My Current Incidents
- My Watched Incidents
- My Past Incidents
- My Watched Enhancements
- My Watched Defects
- My Documentation Tasks
- My Testing Tasks
- All BSPTA Records
- BSPTA Search
- My Current Approvals
- My Past Approvals
- My Profile
- Service Desk Contact Info
- Service Desk How To

The main content area is titled "ITIL Homepage" and includes the following sections:

- Users by Location:** A pie chart showing 6,322 users (100.00%) in the "empty" category.
- Open Items by Escalation:** A bar chart showing 10,000 tasks in the "Normal" escalation level.
- My Group's Work:** A table listing tasks assigned to the group.
- ITIL Summary Counts:** A section for critical and overdue tasks.

	Number	Short description	Assigned to	Opened
<input type="checkbox"/>	RITM0284209	OPOS Request		2015-10-02 13:28:54
<input type="checkbox"/>	RITM0202410	Keepup for MINOS+	Andres Alba hernandez	2015-04-23 11:43:09
<input type="checkbox"/>	RITM0285470	Minerva offline systems weekly monitoring (October	Andres Alba hernandez	2015-10-05 12:36:20

ITIL Summary Counts

- Critical Tasks:** Tasks that have Critical priority that are still active
- Overdue Tasks:** The number of Tasks that are overdue

3. Select “Affiliation\Experiment Computing Account Request” in the Accounts group.

The screenshot shows a web application interface for a Service Catalog. The top navigation bar includes a search box, a 'Logout' button, and a settings icon. The user is identified as 'Vito Di Benedetto'. The left sidebar contains a 'Filter' box and a list of navigation items under 'Self-Service' and 'Business Services Section'. The main content area is titled 'Service Catalog' and is divided into several categories:

- Desktops, Laptops, & Workstations**
 - Request Software or License
 - Request a Loaner Device
 - Order a New Computer, Monitor, and Peripherals
 - Request for Industry Device Classification
 - Unsupported Operating System Variance Request
 - I need a network connection
 - Scanner Farm Exemption Request
- Node Registration**
 - Register / Update / Unregister a Personally Owned Device
 - Register / Update / Unregister an Institution/University Owned Device
 - Register / Update / Unregister a Fermilab Owned Device
- Accounts**
 - Computing Username & Primary Accounts
 - Enterprise Systems Account Request
 - Request Email Account
 - Request FNALU Account
 - Affiliation\Experiment Computing Account Request** (highlighted by a mouse cursor)
 - Shared Service Account Request
 - Captive Account Request
 - RSA Token Request
 - Additional Kerberos Items
 - ServiceNow Assignment Group Membership Modification Request
- Email & Calendaring**
 - Request Email Account
 - Shared Mailbox Request
 - Request Inbox Size Increase
 - Request Instant Messaging Client
 - Request Help with Outlook
 - Request Help with MacMail
 - Report Missing Email
 - MX Record Variance Request
 - Maintain Listserv Lists
- Something Broken**
 - I'm having a problem with Scientific Computing
 - Lederman Science Center Exhibit
 - I'm having a hardware issue
 - Reset a Password
 - Report a Safety Concern or ES&H Suggestion
 - Report a Service Outage or Incident
- Web & Collaboration**
 - Ask a question about the SharePoint 2013 migration
 - SharePoint Site Request
 - Request a website
 - Request help with DocDB
 - Website User Management

- The form for the Experiment affiliation will appear. From the menu “**Select Affiliation/Experiment**” select the experiment you need to request the affiliation.

Welcome: Vito Di Benedetto

Service Catalog > Accounts > Affiliation\Experiment Computing Account Request

This form is intended for Fermilab users to request computer accounts/computing permissions for an experiment.

Order this Item

Submit

Account requested for

* Requested For: Vito Di Benedetto

Kerberos Principal: vito

Account Data

* Select Affiliation/Experiment

- None --
- None --
- CDF
- CMS
- DZero
- E-1000-(DarkSide)
- E-1062 DUNE(Deep Underground Neutrino Experiment)
- E-875 (MINOS)
- E-885 (SDSS)/E-949
- E-892/919 (CMS)
- E-906 (Drell-Yan) (SeaQuest)
- E-929 (NOVA)
- E-938 (MINIEMMA)
- E-939 (DES)Dark Energy
- E-961 (COUPP), T-105
- E-973 (Mu2e Muon to Electron Conversion)
- E-974 (MicroBooNE)
- E-989 Muon g-2
- LBNE (Long Baseline Neutrino Exp.)
- LSST (Large Synoptic Survey Telescope)
- MicroBooNE

Response time(ms): 4605, Network: 4, server: 3989, browser: 612

5. Fill the field “**Institution Name**”. In the **Role** menu select “**Production**”. In the **Computing/IT Professional Access Only?** menu select “**Yes**”. Finally click the “**Submit**” button to submit your request for approval.

Welcome: Vito Di Benedetto

Service Catalog > Accounts > Affiliation\Experiment Computing Account Request

This form is intended for Fermilab users to request computer accounts/computing permissions for an experiment.

Order this Item

Submit

Account requested for

* Requested For Kerberos Principal

Vito Di Benedetto vito

Account Data

* Select Affiliation/Experiment * Institution Name

E-1062 DUNE(Deep Underground Neutrino Experiment) FNAL

Computing/IT Professional Access Only? Roles

More information

"No" is the normal choice for physicists and experiment members.
"Yes" is the normal choice for Computing Division members and people providing only computing support.

Yes Production

Submit

Response time(ms): 4273, Network: 318, server: 3408, browser: 547