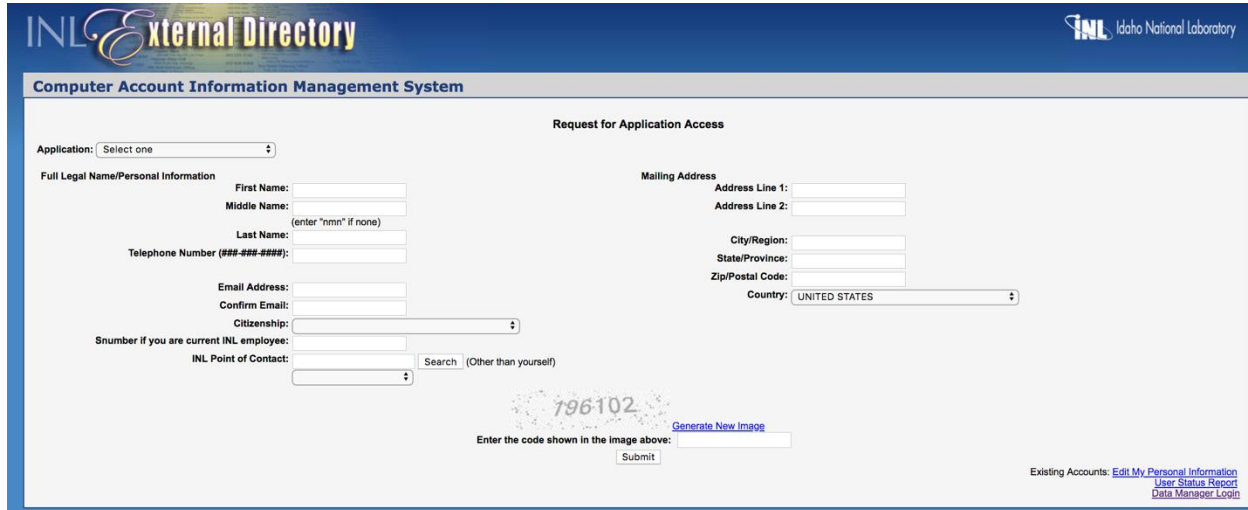


# How to Obtain an HPC Account with the Idaho National Laboratory (INL)

1. Go to XCAIMS workflow website: <https://caims.inl.gov/>



**INL External Directory** Idaho National Laboratory

**Computer Account Information Management System**

**Request for Application Access**

Application:

**Full Legal Name/Personal Information**

First Name:

Middle Name:  (enter "nmn" if none)

Last Name:

Telephone Number (###-###-####):

Email Address:

Confirm Email:

Citizenship:

Number if you are current INL employee:

INL Point of Contact:  Search (Other than yourself)

**Mailing Address**

Address Line 1:

Address Line 2:

City/Region:

State/Province:

Zip/Postal Code:

Country:

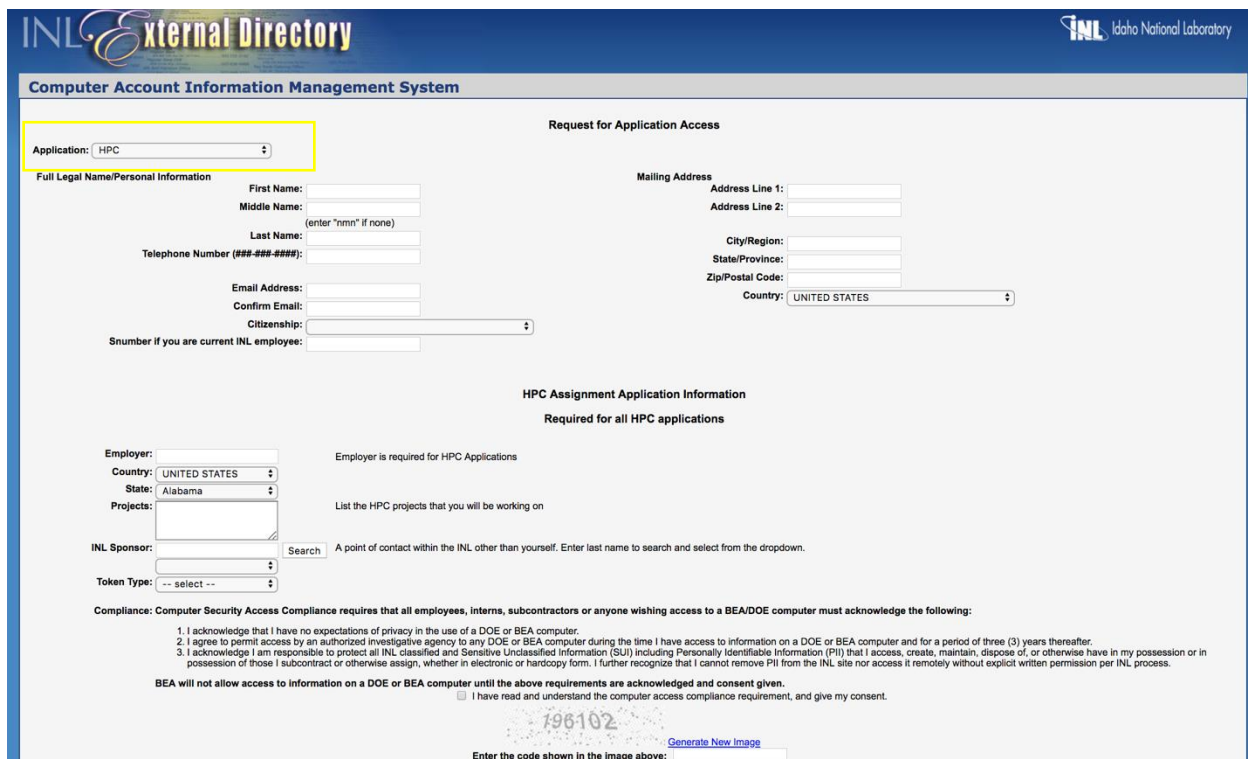
796102  
Enter the code shown in the image above:

[Generate New Image](#)  
Submit

Existing Accounts: [Edit My Personal Information](#) [User Status Report](#) [Data Manager Login](#)

2. Go to "Application" field. Select the drop-down menu and select "HPC." When this is selected, an additional section titled "HPC Assignment Application Information" will appear.

**Attention:** "HPC" must be selected in order to get an account. If you do not select "HPC," the INL HPC Account support team will not be notified of your account request.



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Telephone Number (###-###-####):

Email Address:

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**Mailing Address**

Address Line 1:

Address Line 2:

City/Region:

State/Province:

Zip/Postal Code:

Country:

**HPC Assignment Application Information**  
Required for all HPC applications

Employer:  Employer is required for HPC Applications

Country:

State:

Projects:  List the HPC projects that you will be working on

INL Sponsor:  Search A point of contact within the INL other than yourself. Enter last name to search and select from the dropdown.

Token Type:

Compliance: Computer Security Access Compliance requires that all employees, interns, subcontractors or anyone wishing access to a BEA/DOE computer must acknowledge the following:

1. I acknowledge that I have no expectations of privacy in the use of a DOE or BEA computer.
2. I agree to permit access by an authorized investigative agency to any DOE or BEA computer during the time I have access to information on a DOE or BEA computer and for a period of three (3) years thereafter.
3. I acknowledge I am responsible to protect all INL classified and Sensitive Unclassified Information (SUI) including Personally Identifiable Information (PII) that I access, create, maintain, dispose of, or otherwise have in my possession or in possession of those I subcontract or otherwise assign, whether in electronic or hardcopy form. I further recognize that I cannot remove PII from the INL site nor access it remotely without explicit written permission per INL process.

BEA will not allow access to information on a DOE or BEA computer until the above requirements are acknowledged and consent given.

I have read and understand the computer access compliance requirement, and give my consent.

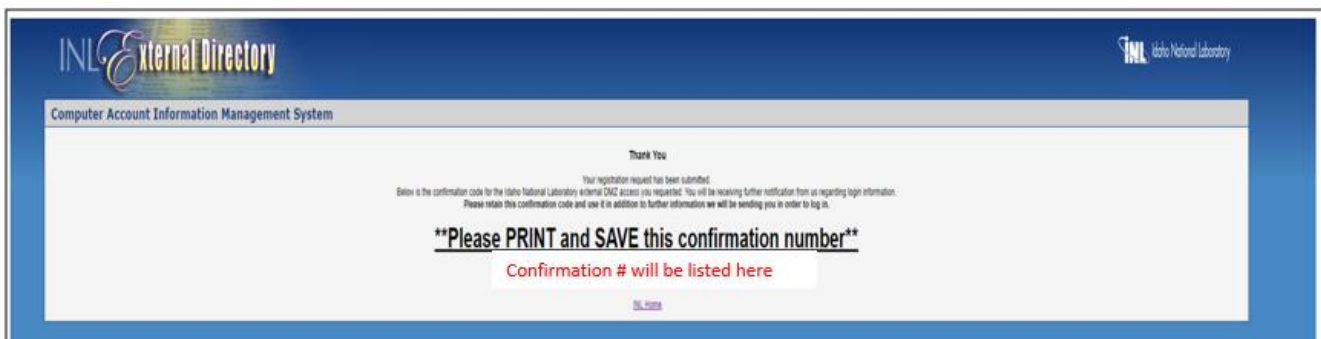
796102  
Enter the code shown in the image above:

[Generate New Image](#)

3. Complete **ALL** fields to state:

- **First Name:** Enter first name
- **Middle Name:** Enter middle name; (enter "nmn" if none)
- **Last Name:** Enter last name
- **Telephone:** Enter phone number (###-###-####)
- **Email Address:** Enter preferred email; work or school email recommended
- **Confirm Email:** Confirm email address
- **Citizenship:** Select citizenship from the drop-down menu
- **Snumber:** Complete only if you are an INL employee; leave blank if not an INL employee
- **Mailing Address:** Complete all mailing address fields (address line, city/region, state/province, zip/postal code, country).
- **Employer:** You should list the company/organization with which you are affiliated. This might be your employer, or university name if you are a student. Do not put a person's name here.
- **Country:** Select the country your employer is located in (e.g. United States). If you are a student, list the country where your university is located.
- **State:** Select the state your employer is located in. If you are a student, list the state where your university is located.
- **Projects:** List the name of a project(s) that your HPC work pertains to (consult INL Sponsor). This allows the HPC group to track which programs are making use of the computing resources.
- **INL Sponsor:** You will need an INL sponsor in order to get an HPC account. Enter the sponsor's last name and press "Search." The sponsor's name will appear in the drop-down box. Select the sponsor's name from the drop-down box. If you are an INL employee working on your own project, select your INL work organization manager.
- **Token Type:** Select which type of RSA SecurID token you want, "Hardware" or "Software," depending on your preference, or consult your INL Sponsor. If you select "Hardware," a token will be mailed to you at the mailing address given once the HPC account is approved. If you select "Software," you will receive instructions from [VMOPS@inl.gov](mailto:VMOPS@inl.gov) on how to download the token on your phone (Android or Apple iOS).
- **Compliance:** All INL HPC users must acknowledge the policies listed on the form. Read and acknowledge the policies by clicking the box.
- **Enter Code:** Enter code shown in the image (each code will be different for each requestee)
- **Click Submit**

- Once you submit your form, it will be sent to the INL sponsor to approve. **You will also receive a confirmation number. PRINT and SAVE this confirmation number as it will be used to access your INL HPC account once created.**



- Once the INL sponsor approves, it will go to the HPC team for approval and to create your account. Upon account creation, you will receive an email from the HPC team with instructions on how to login and request help with your account.
- If you have any questions or problems, please contact the HPC Support team:
  - Stephanie Parker (208-526-4292, [stephanie.parker@inl.gov](mailto:stephanie.parker@inl.gov))
  - Ben Nickell (208-526-4251, [ben.nickell@inl.gov](mailto:ben.nickell@inl.gov))
  - Matt Sgambati (208-526-6202, [matthew.sgambati@inl.gov](mailto:matthew.sgambati@inl.gov))
  - Scott Serr (208-526-5825, [scott.serr@inl.gov](mailto:scott.serr@inl.gov))
  - Brandon Biggs (208-526-4643, [brandon.biggs@inl.gov](mailto:brandon.biggs@inl.gov))

## Additional Steps for Foreign Nationals to complete in order to get an INL HPC Account

If you are **NOT** an US Citizen, you will need a Foreign Visits and Assignments (FV&A) Plan submitted and approved by the Idaho National Laboratory (INL) before you will be given an HPC account. **An HPC account will not be created until the FV&A plan is approved by INL.** Note – FV&A Plans can take between 2 weeks to 3 months for approval; therefore, please submit requested information to your INL sponsor as soon as possible. Please follow the steps outlined below:

1. Complete HPC Account steps in “How to Obtain an HPC Account with the Idaho National Laboratory (INL)” – See page 1.
2. Complete attached Excel form “**FV&A Visitor Upload Form.**” Make sure all fields with an asterisk are completed.
3. Send the completed Excel form to the appropriate INL Point-of-Contact (POC), along with the information listed below. Consult with your INL Sponsor on who the appropriate POC is to send information to. Also send the following information:
  - a. Copies of documents such as I-20, Visa, and Passport
  - b. CV Vitae/Resume
    - CV Vitae/Resume must provide all user’s science and technology specialties, all work positions with no gaps in time, and the current/accurate names of all academic institutions attended
  - c. 100-word description of the work you will be working on
  - d. List of software you plan to use
4. The INL POC will complete a FV&A Plan and submit to the INL for review and approval.
5. Once the FV&A Plan is approved, HPC Account access will be approved and an account will be created. You will receive an email with instructions on how to login and request help with your account.
6. If you have any questions or problems, please contact the HPC Support team:
  - Stephanie Parker (208-526-4292, [stephanie.parker@inl.gov](mailto:stephanie.parker@inl.gov))
  - Ben Nickell (208-526-4251, [ben.nickell@inl.gov](mailto:ben.nickell@inl.gov))
  - Matt Sgambati (208-526-6202, [matthew.sgambati@inl.gov](mailto:matthew.sgambati@inl.gov))
  - Scott Serr (208-526-5825, [scott.serr@inl.gov](mailto:scott.serr@inl.gov))
  - Brandon Biggs (208-526-4643, [brandon.biggs@inl.gov](mailto:brandon.biggs@inl.gov))