Research Administration Practices (RAP) Sessions

User Accounts and Kerberos IDs

Presented by:

Nicholas Gibson, Department of Chemical Engineering
Carol Trainor, Research Administration Support
Ian Cariolo, Research Administration Support
Agenda

• Introductions/Overview
• Kuali Coeus Proposal Implications
• What is a Guest Account?
• Account Life Cycle
• New Hire Process
• Adding Guest to a Kuali Coeus Proposal
**Q:** One of the Key Personnel is unable to certify when clicking the link in the Proposal Certification notification email. Why?

**A:** KC Proposal Certification uses one’s Kerberos ID for authentication. The person in question most likely had not established their Kerberos User Name prior to when they were added to the proposal. The best way to determine this is to look in the Details tab in Key Personnel for that individual. If you see their MIT ID number 9XXXXXXX in place of User Name, then their Kerberos had not been established yet. If it has been determined that the individual now has a Kerberos ID, then simply remove her/him from the proposal and then re-add. Their Kerberos name should have replaced their MIT ID number.

Click [Notify] as normal to request the certification.
What IS a Sponsored Guest Account?

MIT Kerberos account held by an individual who is not a current MIT faculty member, student, or employee

- Could include contract employees / contingent labor, research collaborators with no direct connection to MIT
- Any scenario where a user requires access to MIT electronic resources but has no formal association with the Institute.
- Sponsor/Requestor must be a current MIT faculty member or employee; students and other affiliates may **not** sponsor guests.
Why might someone need a Guest Account?

• Inclusion in a Kuali Coeus research proposal (certification).
• Access to MIT web sites such as Atlas for required training via the Learning Center.
• Access to download MIT licensed software (note: this may require additional steps to confirm the affiliate is approved for access)
• Use of general access MIT computing resources such as Athena clusters.
Requesting a Sponsored User/Guest Account

To request a Sponsored Guest Account for an individual (e.g., a postdoc who has not arrived at MIT yet or a person external to MIT who needs to certify in a proposal), visit the Guest Account page on IS&T’s website:

https://ist.mit.edu/accounts/guest
Instructions for expediting or multiple accounts

Hello Nick,

Pleasure speaking with you this morning. Based on our conversation if you need to have multiple guest accounts created in the future I would suggest emailing accounts@mit.edu with the information below.

<table>
<thead>
<tr>
<th>First</th>
<th>Last</th>
<th>DOB</th>
<th>Sponsor</th>
<th>Alternate Email (optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>John</td>
<td>Doe</td>
<td>12/13</td>
<td>nagibson</td>
<td><a href="mailto:john.doe@john.com">john.doe@john.com</a></td>
</tr>
</tbody>
</table>

This can come in the form of a csv or just even text in the body of the email with the fields separated by commas.

Account creation is performed by the IS&T Service Desk and requests will generally be responded to within 24 hours. If a request is urgent, calling (x3-1101) or visiting the Atlas Service Center in person is recommended.
## Spreadsheet Information

### Research Administration Practices (RAP) Sessions 4.2.20

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>First</td>
<td>Last</td>
<td>DOB</td>
<td>Alternate Email (optional)</td>
</tr>
<tr>
<td>2</td>
<td>John</td>
<td>Doe</td>
<td>13-Dec</td>
<td>nagibson</td>
</tr>
<tr>
<td>3</td>
<td>Clark</td>
<td>Kent</td>
<td>10-Jun</td>
<td>nagibson</td>
</tr>
<tr>
<td>4</td>
<td>Homer</td>
<td>Simpson</td>
<td>12-May</td>
<td>nagibson</td>
</tr>
<tr>
<td>5</td>
<td>Nikola</td>
<td>Tesla</td>
<td>10-Jul</td>
<td>nagibson</td>
</tr>
</tbody>
</table>

*Emails are optional.*
When processed, the Requestor/Guest Account Sponsor will receive an email from IS&T to forward to the Guest.

Guest Account Receipt

Hi [NAME],

[NAME] may now register for an Athena account.

NOTE: Please forward these instructions to the new user - do not register for them!

[He/she/they] can register using the “Register for an Account” button on the login screen of any Athena workstation, or on the web at:

http://web.mit.edu/register/

The process will prompt for a name and MIT ID number, which should be as follows:

FIRST NAME:
LAST NAME:
ID NUMBER:

Once found in the database, the new user will be prompted to choose a username and a password. After choosing a new password, some features (such as email) will be usable immediately, and the rest should be available in 1-2 business days.

Please be careful to select a good username. Once the username is chosen, it CANNOT be changed.

If you have any other questions, please don’t hesitate to contact us.

Thanks,
[NAME]

MIT | IS&T Service Desk
(617) 253-1101
servicesdesk@mit.edu
http://ist.mit.edu/help
Information to your Guest

• Once you receive the email confirming the guest has registered, you will need to forward that email to your guest.

• Once the guest confirms email receipt, please have them fill out their Kerberos information, thereby finalizing their account creation.

• This link will be in the email http://web.mit.edu/register/

• Have them send their “user name” as a confirmation that they have finished as you will need it to find them in KC.
The Credentialing Process

Using the MIT ID that was sent to the requestor (Step 1), the Guest can now complete the rest of the process.

Wait 24-36 hours for the account to be processed through all systems.
Account Life Cycle and Sponsor Detail
How long is the period between account creation and Guest Account Sponsor verification to keep active?

Sponsors are asked to renew their sponsorship on a yearly basis, generally in the month of October to align with the account lifecycle process for former employees and students, which is conducted from November to February each year. Sponsors will be contacted via email by the IS&T Service Desk and asked to indicate if an account should be continued or marked eligible for deletion.
MIT Credentials

Electronic credentials identify **WHO** you are and **WHAT** you are allowed to do.

- **MIT ID**: a unique 9-digit number used as one means of identifying a person. The MIT ID is not a "private" number – it is intended for use in place of SSN.

- **Kerberos ID**: a user-selected identifier, usually based on name. [kerb@mit.edu](mailto:kerb@mit.edu) is an email address available to any named user but beware many do not use it as their official email.

- **Duo Registration**: MIT’s “two-factor” identification protocol provides an additional check that it’s really you at login.

- **Pernr (Personnel Number)**: An SAP assigned number that uniquely identifies the person in the administrative systems.

MIT ID: 900003263
Kerberos ID: jfw
Pernr (SAP): 773
New Hires and Appointees

Anyone with an MIT appointment, whether PAID or UNPAID should be processed through the correct version of the Atlas for New Hires application. There are versions for:

- Standard new hires
- Unpaid appointees
- Postdocs
- Graduate students
Remember these 2 things:

1. If a person will be PAID (incl. students), they should do their I-9 as early as possible. If the I-9 is not complete within the 3 days of their hire date, they will be put on a Leave without Pay and risk the loss of their credentials. Retroactive paid appointments are no longer permitted.

2. Everyone, paid or not, should complete the Preventing Sexual Misconduct training. It is legally required for anyone with an MIT appointment. It is highly recommended for anyone who becomes a credentialed member of the community.
Forgotten Password

Option #1

If an individual has forgotten his or her password and is unable to visit the Atlas Service Center (ASC) in E17-106, the ASC may be contacted via:

IS&T Service Desk OR servicedesk@mit.edu

The individual will need to provide a “selfie” while holding up a valid form of identification (MIT ID card, driver’s license, etc.).
Forgotten Password cont’d

Option #2

Per IS&T:

“Change your Kerberos password, using your Duo-enrolled device:

If you do not remember your old password, or have an MIT certificate, but have enrolled a push-capable device (e.g. a smartphone) for Duo two-factor authentication, you may verify your identity by sending a request to your push-capable device. Enter your Kerberos username, MIT ID number, and new password below, then click "Change your password"; a request will be sent to your Duo-enrolled device. You must approve the request to change your password.”

https://ca.mit.edu/ca/cpw_duo_push
How are duplicate IDs prevented?

In addition to full name, month and date of birth are also used to identify individuals as part of the MIT ID # assignment process. When requesting a guest account, any additional information about the user such as past affiliation(s) with MIT, former Kerberos username (if any), and other name variants they may have previously gone by are very helpful in uniquely identifying an individual and ensuring a duplicate ID is not assigned.
What is the life cycle of an account?

Sponsored user accounts are created as needed throughout the year and are renewed on a yearly basis as detailed above. Once an account is considered eligible for deletion, it will work through the same process as former students and staff: the account holder will receive notification of the account’s deactivation via email in mid-November and a reminder in early January, providing ample time for alternate sponsorship to be found.

In the third week of January, accounts slated for deactivation are marked as suspended; this prevents them from logging into any MIT systems but does not remove their data or any permissions they’ve been granted.

Thirty days after suspension, accounts are deleted and permissions will be removed and data (email, Dropbox, AFS, etc.) taken offline. Data is generally retained for archival purposes for approximately 6 months, after which it is permanently removed.

Much like MIT ID #s, Kerberos usernames are never reused; if a former affiliate returns to MIT, they should receive the same username / MIT ID # as they previously held.
In KC proposals, find the guest here in KC under Add Personnel via MIT Employee Search
Add guest when found:

<table>
<thead>
<tr>
<th>Full Name</th>
<th>User ID</th>
<th>Email Address</th>
<th>Unit Number</th>
<th>Unit Name</th>
<th>Organization</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gibson, Nicholas A</td>
<td>nagibson</td>
<td><a href="mailto:nagibson@mit.edu">nagibson@mit.edu</a></td>
<td>062000</td>
<td>Chemical Engineering</td>
<td>Chemical Engineering</td>
<td>Cambridge</td>
</tr>
</tbody>
</table>

Showing 1 to 1 of 1 entries

[Continue... Go back Cancel]
Research Administration Support
Ra-help@mit.edu

Requesting a User Guest Account/Other IS&T Matters
https://ist.mit.edu/accounts/guest

DUO Push
https://ca.mit.edu/ca/cpw_duo_push

MIT Atlas
https://atlas.mit.edu/atlas/Main.action?tab=home

Human Resources at MIT
http://hrweb.mit.edu/