

i10 Welcome Checklist

Task	Done?
Ask your supervisor specify whether you need FabLab access and whether you need a pass to enter the department beyond usual working hours:	<input type="checkbox"/>
<input type="checkbox"/> Requires FabLab access <input type="checkbox"/> Requires pass to work beyond normal hours	
Get an i10 account (to access file server, HiWi macs, our website, and the Google ecosystem) by asking your supervisor to send an email to i10 Help Desk with your full name, email address (@rwth-aachen.de), position (HiWi, BSc thesis, etc.).	<input type="checkbox"/>
Get a Slack account by asking your supervisor to invite you as a member.	<input type="checkbox"/>
Add yourself to the media mailing list and hci mailing list to receive information about key events at i10, job offers, and interesting HCI news.	<input type="checkbox"/>
Print the intellectual property agreement , fill in the details, and sign it.	<input type="checkbox"/>
Remind your supervisor to add your <i>starting date</i> to the /roles page.	<input type="checkbox"/>
Once you receive your i10 account details	
Create your own home page in our wiki following our guide . Include your full name, supervisor, project, and a photo so we all know what you look like!	<input type="checkbox"/>
Add your contact information to our phone/IM list .	<input type="checkbox"/>
Once you have been added to Slack	
Write a message in the #general channel on Slack introducing yourself. Tell us about yourself, who you are going to work with and on what project.	<input type="checkbox"/>
Write a message to Oliver asking him to add you to the Kitchen Master list.	<input type="checkbox"/>
Only if your supervisor wants you to do them	
To get trained in using our FabLab, write to Marcel Lahaye .	<input type="checkbox"/>
To sign up as an Apple Developer, see this page .	<input type="checkbox"/>
Clarissa or Zornitsa (in Room 2208) and a 50 EUR deposit to get the key. If you lose the key, you will not get the deposit back, <i>and</i> you will have to pay 33 EUR more.	

Your full name: _____

Date: _____

Supervisor's signature: _____