Welcome Checklist

Ask your supervisor to specify whether you need FabLab access and whether you need a pass to enter the department beyond usual working hours:

☐ Requires FabLab access  ☐ 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.).

Get a Slack account by asking your supervisor to invite you as a member.

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.

Print the intellectual property agreement, fill in the details, and sign it.

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!

Add your contact information to our phone/IM list.

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.

Write a message to Krishna asking him to add you to the Kitchen Master list.

Only if your supervisor wants you to do them

To get trained in using our FabLab, write to Marcel Lahaye.

To sign up as an Apple Developer, see this page.

After performing all of the above tasks, give this form and the intellectual property agreement to 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, and you will have to pay 33 EUR more.

Your full name: ____________________________

Date: ______________  Supervisor’s signature: ____________________________