

# 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"/> Requires FabLab access <input type="checkbox"/> Requires pass to work beyond normal hours	<input type="checkbox"/>
Get an i10 account (to access file server, HiWi macs, our website, and the <b>Google ecosystem</b> ) by <b>sending an email to i10 Help Desk</b> with your full name, email address (@rwth-aachen.de), position (HiWi, BSc thesis, etc.).	<input type="checkbox"/>
Get a <b>Slack</b> account by asking your supervisor to invite you as a member.	<input type="checkbox"/>
Add yourself to the <b>media mailing list</b> and <b>hci mailing list</b> to receive information about key events at i10, job offers, and interesting HCI news.	<input type="checkbox"/>
Print the <b>intellectual property agreement</b> , 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"/>
<b>Once you receive your i10 account details</b>	
Create your own home page in our wiki following our <b>guide</b> . 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 <b>phone/IM list</b> .	<input type="checkbox"/>
<b>Once you have been added to Slack</b>	
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"/>
For Hiwis: Ask your supervisor to add you to the #hiwis channel on Slack	<input type="checkbox"/>
<b>Only if your supervisor wants you to do them</b>	
To get trained in using our FabLab, write to <b>René Schäfer</b> .	<input type="checkbox"/>
To sign up as an Apple Developer, see this <b>page</b> .	<input type="checkbox"/>
Talk to Clarissa (in Room 2208) and make a 50 EUR deposit to get your key. If you lose the key, you will not get the deposit back, and you will have to pay 33 EUR more.	<input type="checkbox"/>

Your full name: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_