

How to apply for a TRIUMF User ID & Login

1) Go to www.triumf.ca

2) Click the Login button located on the top right of the page



3) Click the top link under “Account Assistance”

User account

Username: *

Enter your TRIUMF : Canada's National Laboratory for Particle and Nuclear Physics username.

Password: *

Enter the password that accompanies your username.

Log in

Account Assistance

Users can request accounts at:

<https://admin.triumf.ca/d2w-sec/internalid/apply>


Users can resolve problems with their account at:

http://admin.triumf.ca/docs/internal_id_problems.shtml

Users can change their passwords at:

<http://www.triumf.info/facility/auth/access/password.php>

4) Fill out the bottom section of the page: “Request Form for Non-TRIUMF Employees”



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Request For A Secure Access ID On Admin.triumf.ca

A Secure Access ID on admin.triumf.ca serves two purposes:

- allows access from non-TRIUMF locations to internal information on this server (no ID/password is needed to access this information from TRIUMF locations);
- allows access to personalized information for the user, from TRIUMF and non-TRIUMF locations (password is always required).

Secure Access IDs are available for:

- Current TRIUMF employees. If you are currently on TRIUMF payroll, you can have your ID and password set up automatically by filling in the "Request Form for Current TRIUMF Employees" below. Your ID will be enabled immediately, and will be valid as long as you continue to be on TRIUMF payroll.
- Other persons affiliated with TRIUMF (account holders, grant holders, experimenters, etc.). Please fill in the "Request Form for non-TRIUMF-Employees" below. You will be contacted by email or phone when your ID is set up.

Request Form For Current TRIUMF Employees

In order to have your Secure Access ID set up automatically, your last name, birthdate, and SIN must match the data we already have in the Human Resources database. The values you enter on this form are not retained, but are simply verified against existing data. The password you choose is stored in encrypted form only.

Last Name: Not case sensitive; max 20 characters
Birthdate: Format yyyy-mm-dd (with punctuation)
Social Insurance Number: 9 digits, no punctuation
e-Mail Address: Your preferred e-Mail address
Suggested ID: Case sensitive; max 64 characters (spaces not allowed)
Initial Password: Case sensitive; 6 to 64 characters
Verification Password: Must match Initial Password

Request Form For Non-TRIUMF-Employees

This form can also be used for TRIUMF employees that are unsuccessful in using the automated form above. The information in this form will be processed manually, and you will be contacted when your ID is set up. You will be assigned an initial password, which you should change once you log on.

Full Name: Not case sensitive; max 40 characters
e-Mail Address: Your preferred e-Mail address
Telephone #: TRIUMF Local or Telephone #
Suggested ID: Case sensitive; max 30 characters (spaces not allowed)

Affiliation with TRIUMF: Account Holder *Please list one or more current account numbers in the box below*
 Experimenter *Please list one or more current experiment numbers in the box below*
 Employee

5) Filling out the application:

Suggested ID: You may use your old TRIUMF ID here. If you don't remember this, use the naming convention: First letter of your first name, followed by your last name

The image shows a web form for TRIUMF. The fields are filled with the following information:

- Full Name: Corrie Kost (Not case sensitive; max 40 characters)
- e-Mail Address: corrie@....com (Your preferred e-Mail address)
- Telephone #: 123-456-7890 (TRIUMF Local or Telephone #)
- Suggested ID: ckost (Case sensitive; max 30 characters (spaces not allowed))

Under "Affiliation with TRIUMF:", the following options are listed:

- Account Holder *Please list one or more current account numbers in the box below*
- Experimenter *Please list one or more current experiment numbers in the box below*
- Employee
- None of the above *Please describe your affiliation with TRIUMF in the box below*

The "Comments:" box contains the text: "Alumni. I was head of the central computing group at TRIUMF."

At the bottom of the form are two buttons: "Submit Request" and "Reset".

Blue arrows and circles highlight the Suggested ID field, the "None of the above" radio button, and the Comments text box.

Affiliation with TRIUMF: Select "None of the above"

IMPORTANT! Comments: In the comments box, state that you are an alumni, and where you worked when you were with TRIUMF. This is important as we manually check each application, and this information will help us find you in the records.

7) Click the "Submit Request" button

6) Once the application form is looked at, you will receive an email asking you to login and change your password.