

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 Google ecosystem) by sending 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"/>
For Hiwis: Ask your supervisor to add you to the #hiwis channel on Slack	<input type="checkbox"/>
Only if your supervisor wants you to do them	
To get trained in using our FabLab, write to René Schäfer .	<input type="checkbox"/>
To sign up as an Apple Developer, see this page .	<input type="checkbox"/>

Your full name: _____

Date: _____

Supervisor's signature: _____