General Information: CNS Computing and Facilities Part 4 of 7: Obtaining CNS Userids

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This document is one of a set that provides general information about CNS services and facilities. This document includes a CNS organizational overview, who to contact for help, CNS hardware and facilities, information about accounts, userids and passwords, accounting and charging information, and a brief summary of the CNS charging algorithm.

For information about available software, see the "General Information: CNS Software and Software References [http://docweb.cns.ufl.edu/docs/d0009/d0009.html]" document (D0009).

For information about newsletters, handouts, manuals, seminars and workshops, and other sources of information, see the "General Information: Sources of Information on Computing [http://docweb.cns.ufl.edu/docs/d0008/d0008.html]" document (D0008).
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Obtaining CNS Userids

Userids are used to obtain CNS computing services, such as running batch jobs or using interactive systems. CNS charges for a userid are billed to an "access number." This chapter explains how userids relate to access numbers and how to obtain a userid and access number. This chapter also describes types of access number charges, the types of accounts available, and any restrictions they may have.

Access Numbers

Your userid is associated with a unique access number to which all of its charges are billed. An access number is an eight-digit number. The eight digits and their locations within the access number indicate the type of account and the area or department with which you are associated.

This access number should not be confused with the five-digit JES2 job number assigned to a specific batch job by the operating system, nor with departmental project account numbers, nor with your userid.

The types of computing services and supplies that can be used or purchased depend upon the access number associated with your userid. For example, some access numbers can be used for all computing services and to purchase supplies. Others have restrictions on them at the request of the department or agency that funds them. Before you obtain a userid, state your computing needs and find out if any restrictions are placed on the userid before you try to use it.

How to Obtain a Userid

To obtain a userid and a password, you must contact your university computing support organization or submit a completed form to CNS Accounting Services in 109 SSRB. See below for exceptions. Processing a new userid usually takes a minimum of one day.

Most userids are distributed to university or college departments, which in turn allocate funds to individual staff and faculty members. As a general rule, therefore, individuals associated with any of the following should contact their department chairperson for fund allocations.

- University of Florida
- Shands Hospital
- J. Hillis Miller Health Center
- Institute of Food and Agricultural Sciences
- UF Engineering and Industrial Experiment Station
- University of North Florida
- University of Central Florida
- University of West Florida
In the following cases you would not go through your department to obtain a userid and associated funding:

- Students enrolled in courses that require computing activities must obtain their funds from the course instructor.

- All UF faculty members, A&P personnel, post-doctoral associates, and graduate students can apply directly to CIRCA in E520 CSE for GatorLink [http://gatorlink.ufl.edu/] accounts.

- Those UF classroom instructors who have classes that require computing activities can apply directly to CIRCA for classroom userids [http://www.circa.ufl.edu/net.html]. These types of userids have limitations on the types of computing services available and cannot be used to purchase supplies.

- Faculty members and Administrative & Professional (A & P) employees who want to open accounts for the purpose of consulting for outside agencies can apply directly to CNS Accounting Services for a userid with an access number that begins with 8. These accounts carry a 130% surcharge, and the individual is responsible for paying all charges made against his or her account.

- Employees and students of any Florida university, college, community college, public school district, or other Florida state agencies can have an account with no surcharge (a userid whose access number begins with 7) for research or educational purposes only. The individual is responsible for paying all charges made against his or her account. Individuals interested in obtaining such an account should contact CNS Accounting Services.

- Any municipal, county, state, or federal agency can have a CNS computing account. Out-of-state agencies, except federal agencies, must have approval from the CNS Director, and will have surcharged accounts. To obtain accounts, these agencies should contact CNS Accounting Services.

- Nonprofit organizations can open an account; however, a copy of their sales tax exemption certificate is required. In-state organizations will receive an account with no surcharge. Out-of-state organizations must have approval from the CNS Director, and will receive a surcharged account. To obtain accounts, these organizations should contact CNS Accounting Services.

- Any organization or individual that does not fall into these categories must apply through CNS Accounting Services to obtain approval from the CNS Director before an access number can be assigned.

**Types of Access Numbers Available**

Access numbers differ in the types and amounts of services that may be charged against them. A department might be allocated some numbers that can access all computing services and buy supplies but have other numbers with restrictions on the types or amount of services that can be obtained. Be sure to state your needs when applying for computing funds and ask your department to give you a list of restrictions that may apply to the access number associated with your userid.
See the accompanying chart [???], which summarizes some of the restrictions for common access numbers.

**Userid Charges**

When you receive a userid, you are given a funding balance based on your estimated use. As you use services, charges are deducted from this balance. When your original estimated balance has been used, you must process a new agreement.

If an encumbrance number is established to provide new funding for an existing userid, you must specify on the encumbrance form which CNS userid the encumbrance is to cover. (This information is not included on the notification CNS receives from the Finance and Accounting Division.) Send this information to CNS Accounting Services, 112 SSRB.

Charges are added either automatically by the computing system or manually by authorized personnel and are then collected by the accounting system to be charged against the access number associated with your userid.

Each transaction that causes a charge to be made is numbered consecutively. This helps to identify which transaction generated a particular charge. The identifiers start with 1 beginning on the day the account is created and continue indefinitely. For example, a CHARGE ID of 891 means that at least 891 separate transactions have been associated with the access number since the account was created and that the charge you are looking at is the 891st.

The minimum monthly charge is $5.00 (plus tax) if any activity is associated with the userid (activity includes storage of files and data sets).

Refer to the "Userid Accounting" chapter [http://docweb.cns.ufl.edu/docs/d0007e/d0007e.html] in this manual and to the CNS Charging Algorithm [http://docweb.cns.ufl.edu/docs/d0001/d0001.html] document (D0001) for more information on CNS computer charges.

**Deleting Userids or Access Numbers**

When a userid or its associated access number is deleted, any associated stored files, data sets, workspaces, or documents will be archived to tape. You will have to pay for the restoration of files, data sets, or documents if they can be restored (see CNS' charging algorithm for restoration charges). If you wish to retain files and data sets, it is your responsibility to transfer them to a new userid or make copies (such as on tape or on printed output).

**If You Leave for the Summer**

If you are leaving for the summer and plan to return in the fall, check with your department or CNS Accounting Services to see if your userid(s) will expire over the summer. If so, you will need to renew them before you leave. Remember that the state fiscal year begins on July 1st: some userids need to be renewed by that time. If you plan to keep your userid active while you are gone, change your password before you leave.

For more information, see CNS document D0076, Are You Leaving [http://docweb.cns.ufl.edu/docs/d0076/d0076.html]?
If You Leave Permanently

If you are leaving permanently, close your account(s) and delete any OS data sets and files under AIX, or CICS. Even if your userid expires, you are still responsible for any storage charges for files and data sets under its access number until you delete the userid and access number or request CNS to delete it (in writing). Remember that the minimum monthly charge is $5.00 (plus tax) if any activity is associated with the userid (activity includes storage of files and data sets).

For more information, see CNS document D0076, Are You Leaving [http://docweb.cns.ufl.edu/docs/d0076/d0076.html]?

Instructional Computing for Students and Faculty

Instructional computing activities are funded by the universities and are usually provided at no cost to students or faculty members. For this reason, some special restrictions are placed on the types of services that can be used by userids and their access numbers assigned to classroom computing.


- UCF instructors should contact UCF Academic Computing Support [http://www.acs.ucf.edu/] at (407) 823-2768.

- UNF instructors should contact UNF ITS Support Center [http://www.unf.edu/dept/its/support/] at (904) 620-HELP (4357), e-mail ITS-support@unf.edu [mailto:ITS-support@unf.edu].

- UWF instructors should contact UWF Computer Services [http://uwf.edu/support/helpform.cfm] at (352) 474-2556, SUNCOM 251-2556.

- Students should consult their instructors or teaching assistants for aid in developing or debugging their classroom assignments. Instructors should request aid from CIRCA (UF) or Computer Services (UNF, UWF, and UCF) if there is a problem they cannot resolve for their students.

- Students who want access to computing facilities must contact their instructor or university computing support organization [http://docweb.cns.ufl.edu/docs/gbsupporg/gbsupporg.html]. Student access to computing facilities for instructional purposes is normally provided at no cost to the student. However, resources are not free; someone else underwrites or pays the cost of the resources required to provide that access. Students must use their userids only for the supervised instructional or research purpose for which they are intended and cannot share these with anyone else. Unauthorized use of computing facilities [http://www.it.ufl.edu/policies/aupolicy.html] is a state crime under the 1978 Computer Crimes Act [http://docweb.cns.ufl.edu/docs/gbcomputercrime/gbcomputercrime.html]. Students optionally can open an individual account for independent study.

- Some instructors require their students to have CNS manuals. These and other textbooks must be ordered well in advance through the UF Bookstores (University of Florida,
Gainesville, Florida 32611-2011, (352) 392-5193). CNS usually does not stock enough manuals at the Bookstore to cover classroom use; however, special orders will be supplied when requested by the Bookstore. Although many CNS manuals are available for printing on the computer, most student userids cannot be used to print manuals.

- The following special fast-batch student compilers are available at CNS for classes using high-level compilers: ANSI COBOL, Assembler, FORTRAN, PASCAL, PL/I, SAS, SPSSx, and SNOBOL. In most cases, the fast-batch compilers offer a subset of the language and are very inexpensive to use. However, they have some restrictions on the size of jobs that can be run and on the types of input and output that are allowed.

### UF Classroom Userids

Userids for UF classroom computing [http://www.circa.ufl.edu/net.html] have access numbers that begin with 3. Other groups that use CNS services can also have special accounts for their classroom computing. The access numbers beginning with 3 for UF classroom instruction carry the following restrictions:

- They cannot be used for Class 5 (urgent priority).
- They and all associated userids are purged at the end of each semester and must be requested for the next semester. (Sequence 1 is kept for two weeks into the following semester to transfer files.)
- They cannot be used to purchase supplies or special forms (including printing manuals).
- They cannot be used to purchase computer output microfiche services.
- They cannot be used to obtain consulting services.
- Access to interactive services (TSO) and the ability to create and delete OS data sets are by special arrangement only.
- They may be restricted in the types of batch or interactive services they can access.

Direct any questions on these restrictions to the UF Computing Help Desk [http://helpdesk.circa.ufl.edu/] at (352) 392-HELP, SUNCOM 622-4357.

### Considerations for Private and Commercial Accounts

CIRCA [http://www.circa.ufl.edu/]’s remotes are primarily dedicated to supporting classroom and instructional computing. They are not intended, staffed, or equipped to support private or commercial workloads.

CIRCA does not issue refunds for any jobs run using private and commercial CNS userids whose access numbers begin with 7 or 8. Jobs run on these accounts can be printed at CIRCA facilities on a no-fault, no-refund basis only. No refunds for CIRCA printing errors will be issued to these accounts by either CIRCA or CNS. The exception to this policy is for...
government account numbers that begin with 7.

Users with private or commercial accounts are encouraged to route their output to their own printer or to CNS' central-site printers.

Questions about jobs that are run on any of these accounts and that fail to execute properly because of system errors should be referred directly to CNS' Support Desk [http://www.cns.ufl.edu/info-services/support/support_desk.html].

Your Comments are Welcome

We welcome your comments and suggestions on this and all CNS documentation. Please send your comments to:

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