

# NOTES CONCERNING THE COMPUTER REGISTRATION FORMS

## Completing the forms

Please note that the following forms are also available in electronic form for downloading at:

[http://www.ecmwf.int/about/computer\\_access\\_registration/forms/](http://www.ecmwf.int/about/computer_access_registration/forms/)

Fax copies of all registration forms are acceptable.

### Project Registration form

- For any **new** Project you must fill in and return a **Project Registration form**, listing all user identifiers (UIDs) to be used under this Project. This form should also be used to notify us of any changes of users on this Project
- If any of the users are not already registered then please fill-in a **User Registration form** for each one.

### User Registration form

- Please ensure that if you make copies, users signing the form are aware of the **obligations** contained in the notes. When signing the form the user is acknowledging the conditions under which use of the ECMWF systems is permitted.
- **ONLY** the registered owner of the UID is allowed to use it. Thus please give **EVERY** user a **separate 4-character** UID. The choice of UID should be “disciplined” - i.e. not a random collection of letters (e.g. people’s initials). Please also refer to the next section on Section Identifiers.
- Please restrict the registered users to just those who will actually use the ECMWF systems. Each new user will be given a security token which will remain the property of ECMWF and must **NOT** be shared with anyone else. These tokens have a limited lifetime (5-6 years approximately). The handling/renewal of these tokens is usually managed via the National Meteorological Services, often by the Computing Representative, or by ECMWF (User Support and/or Call Desk). When the UID is no longer required the token should be returned to the Computing Representative or to ECMWF User Support.

### Section Identifier Registration form

- If the first two characters of the UID are new then a **Section Identifier Registration form** also needs to be completed. It would assist if all new users use the same Section Identifier. Please contact User Support to ensure any proposed choice is not already in use.

### Group access control

Under UNIX it is necessary to define which groups a user belongs to. By default, all users in a given group can read each other’s files, whereas files belonging to other groups are not accessible.

- This is primarily used for file access permissions within the UNIX file systems. Unless otherwise requested users from the same country will belong to a group related to that country. But Special Project users will belong to a separate group unique to that Project, unless they are already registered in which case they will keep their original group.
- If you wish to change the default group assignment, please list the group(s) to which you wish the users to be assigned. If left blank, the above default will be used.

If you wish a given set of users to be able to share files in a group which is not their default group, then please specify this on the registration form.

## Data archive (MARS) access

- All users will automatically be registered to access the archived data held in MARS. If you want a user to be able to access the most recent meteorological products held in MARS, then please mark the box “Current forecast access” on the Registration form. However, in this case the form **must** be signed by the relevant Computing Representative for authorisation.

## User Deregistration form

- If any users listed have left your institute please let us know so that we can delete them from our systems. A form is available for this purpose entitled "**Deregistration of a user at ECMWF**". There are two main purposes of this form - to let us know about the status of unexpired tokens and to tell us whether the user's files need to be taken over by (copied to) someone else.

## Documentation

Most of ECMWF's documentation is made available via the ECMWF web site (<http://www.ecmwf.int>). This documentation is accessible without authentication to users at national meteorological services. Other users requiring access will need to use their token to login and/or obtain a (web) certificate before they can access these pages.

## Choice of Computer

### Member State server (ecgate)

The general-purpose server (ecgate) should be used for MARS data handling requests, job preparation or where there is little need for numerically intensive computation. For documentation on its use please look at:

<http://www.ecmwf.int/services/computing/ecgate>

N.B. No accounting is done on ecgate - resources are available to all users. However, it is a shared facility and if a user uses an unfair proportion of this machine or uses resources inefficiently such that it impacts usage of the machine we reserve the right to control this for the benefit of all users. Bear in mind that if you need very large amounts of resources (e.g. CPU, processors, disk space) then you should request access to use the High Performance Computing Facility (HPCF). In particular this includes any work requiring multiple processors.

### HPCF machines

Model computations which require large CPU resources should be executed on the IBM HPCF. If this is needed then it is necessary to request access to the current supercomputing machine on the form. For documentation on its use please look at:

<http://www.ecmwf.int/services/computing/hpcf/>

If you need further advice/assistance, please contact your User Support contact point.

# Accounting of HPCF resources

Documentation on accounting matters is available via the ECMWF web site at the following address:

<http://www.ecmwf.int/services/computing/hpcf/accounting.html>

## Resource control

- Every 24 hours usage will be calculated for every project and added to the total usage (cumulative from the beginning of the accounting year); and compared to the annual allocation. If it exceeds the allocation, then further use by that project may be stopped until sufficient resources are found for it to continue.
- It is possible for someone in the Member State to shift resources between projects from within their own Member State allocation (usually the Computing Representative). However, it is **not** possible for them to do this for Special Projects.
- A status report giving current usage can be sent out automatically, via e-mail, every 4 weeks. If you wish to receive one or more copies please fill in the form entitled "**Request to receive Period Accounts via email**" or contact your User Support Contact Point. Additionally the command `acct_status` can be used at any time to obtain up-to-date usage information.

## UIDs that are registered on more than one Project account

Where a UID is registered on more than one Project account, the first account in their list of Project accounts is their **default Project account**. To see the list of Project accounts a user is registered under, they can use the following command on "ecgate":

```
account -l uid
```

where *uid* is the UID concerned.

If a user does not specify a particular Project account for an HPCF job, then all usage is debited to the default Project account. To switch usage to another Project account you must specify the following LoadLeveler keyword

```
#@ account_no = your_other_account
```