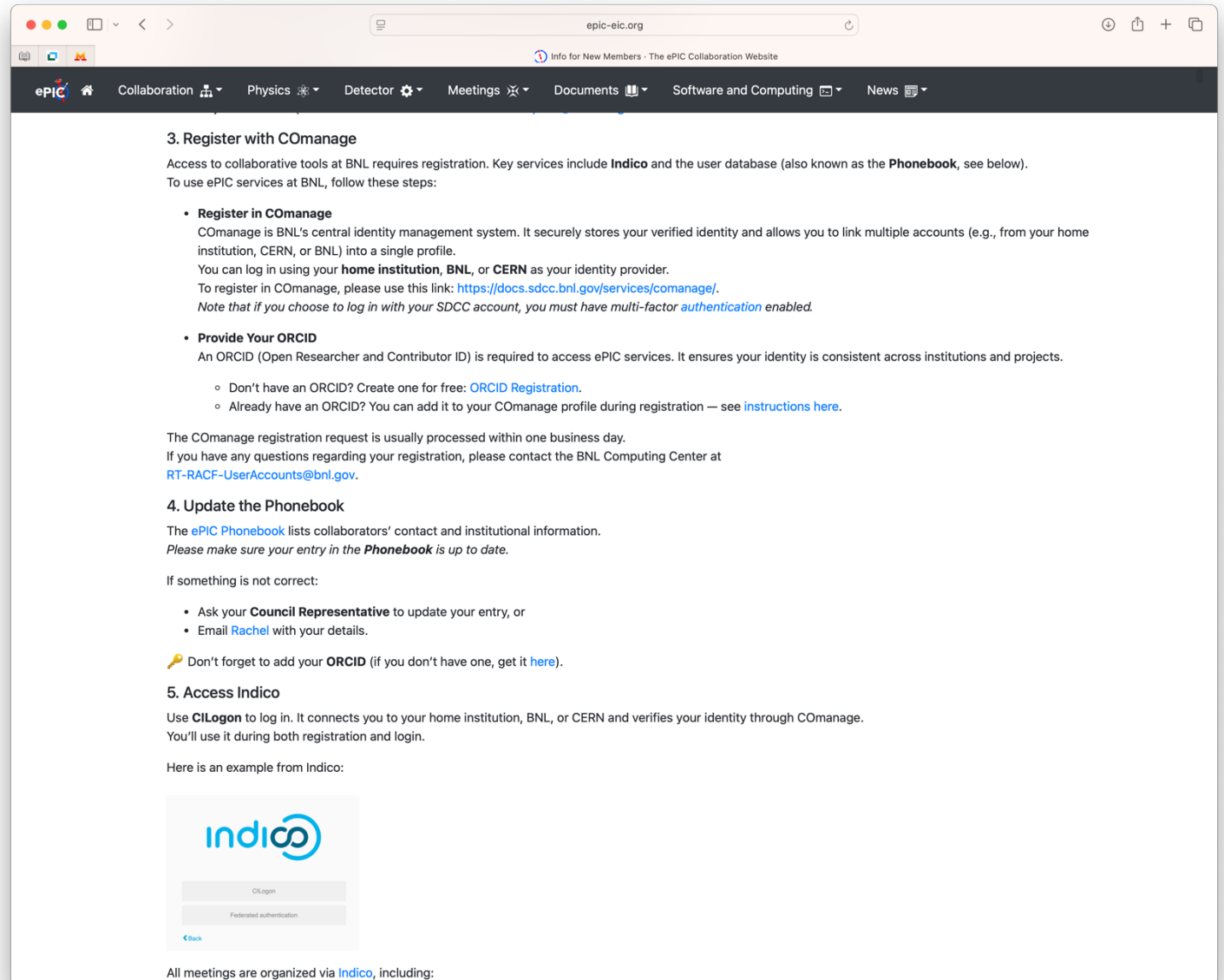


Information and procedures for new members on ePIC web site:
https://www.epic-eic.org/collaboration/new_member.html

Using the PhoneBook

PhoneBook:

- Central system for managing members and institutional data.
- Integrates with CManage and ORCID to maintain membership records.



The screenshot shows a web browser window with the URL [epic-eic.org](https://www.epic-eic.org). The page title is "Info for New Members - The ePIC Collaboration Website". The navigation bar includes links for ePIC, Collaboration, Physics, Detector, Meetings, Documents, Software and Computing, and News. The main content area is titled "3. Register with CManage". It explains that access to collaborative tools at BNL requires registration and lists key services like Indico and the Phonebook. It provides instructions for registering in CManage, including a link to <https://docs.sdcc.bnl.gov/services/comange/> and a note about multi-factor authentication. It also mentions providing an ORCID and links to [ORCID Registration](#) and [instructions here](#). A section titled "4. Update the Phonebook" follows, explaining that the ePIC Phonebook lists collaborators' contact and institutional information and that entries should be up to date. It provides instructions for updating entries, including asking a Council Representative or emailing Rachel. A note提醒 users to add their ORCID if they don't have one. A section titled "5. Access Indico" explains that users should use CILogon to log in, which connects to their home institution and verifies their identity through CManage. It includes a sample of the Indico login interface, showing the Indico logo, CILogon, and Federated authentication buttons, with a "Back" link. The page concludes with the statement "All meetings are organized via Indico, including:".

3. Register with CManage

Access to collaborative tools at BNL requires registration. Key services include **Indico** and the user database (also known as the **Phonebook**, see below). To use ePIC services at BNL, follow these steps:

- **Register in CManage**
CManage is BNL's central identity management system. It securely stores your verified identity and allows you to link multiple accounts (e.g., from your home institution, CERN, or BNL) into a single profile.
You can log in using your **home institution**, **BNL**, or **CERN** as your identity provider.
To register in CManage, please use this link: <https://docs.sdcc.bnl.gov/services/comange/>.
Note that if you choose to log in with your SDCC account, you must have multi-factor [authentication](#) enabled.
- **Provide Your ORCID**
An ORCID (Open Researcher and Contributor ID) is required to access ePIC services. It ensures your identity is consistent across institutions and projects.
 - Don't have an ORCID? Create one for free: [ORCID Registration](#).
 - Already have an ORCID? You can add it to your CManage profile during registration — see [instructions here](#).

The CManage registration request is usually processed within one business day.
If you have any questions regarding your registration, please contact the BNL Computing Center at RT-RACF-UserAccounts@bnl.gov.

4. Update the Phonebook

The **ePIC Phonebook** lists collaborators' contact and institutional information.
*Please make sure your entry in the **Phonebook** is up to date.*

If something is not correct:


- Ask your **Council Representative** to update your entry, or
- Email [Rachel](#) with your details.

🔑 Don't forget to add your **ORCID** (if you don't have one, get it [here](#)).

5. Access Indico

Use **CILogon** to log in. It connects you to your home institution, BNL, or CERN and verifies your identity through CManage. You'll use it during both registration and login.

Here is an example from Indico:



All meetings are organized via [Indico](#), including:

ORCID / PhoneBook / CManage

ORCID

0000-0002-0225-187X

Uniquely identifies individuals (DOE o241.c)

ORCID

Connecting research and researchers

ORCID uniquely identifies a person

PhoneBook

Manages members, institutions, and roles



CManage



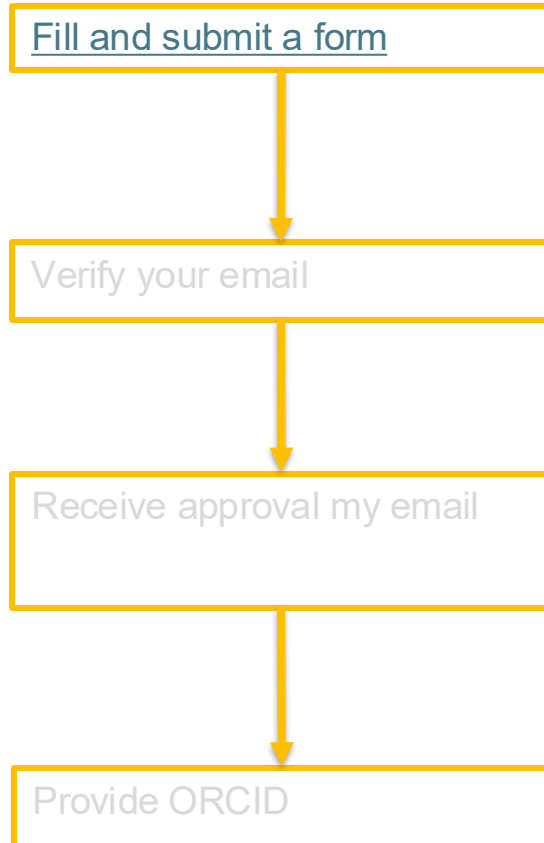
CManage™

Connects institutional logins to ePIC systems

CManage populated with ePIC organizational structure (groups, DSCs, etc.) from PhoneBook

Registration to CManage has to be done only ONCE

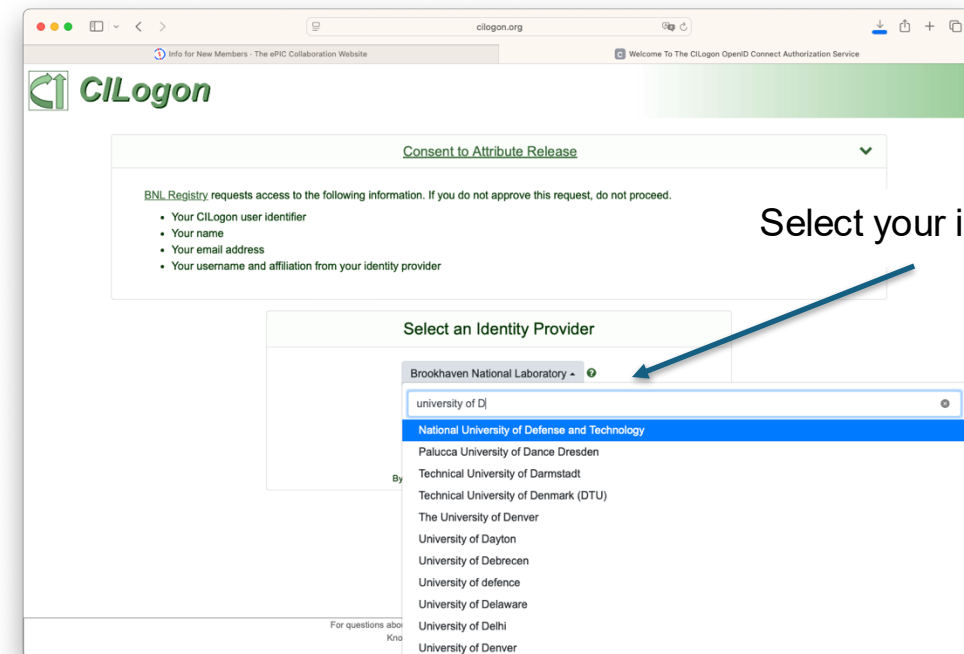
Registration to CManage



1. Begin by submitting a request to join:

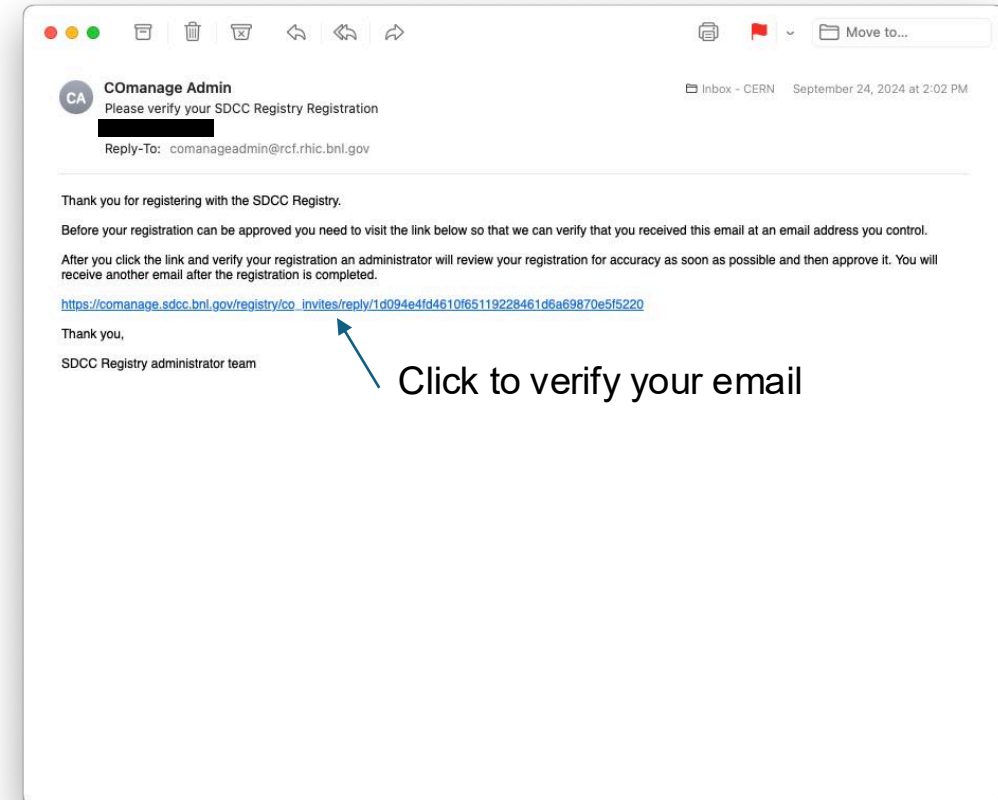
https://comanage.sdcc.bnl.gov/registry/co_petitions/start/coef:10/done:core

You will select the identity provider from the drop down and login with this identity provider



Select your institution

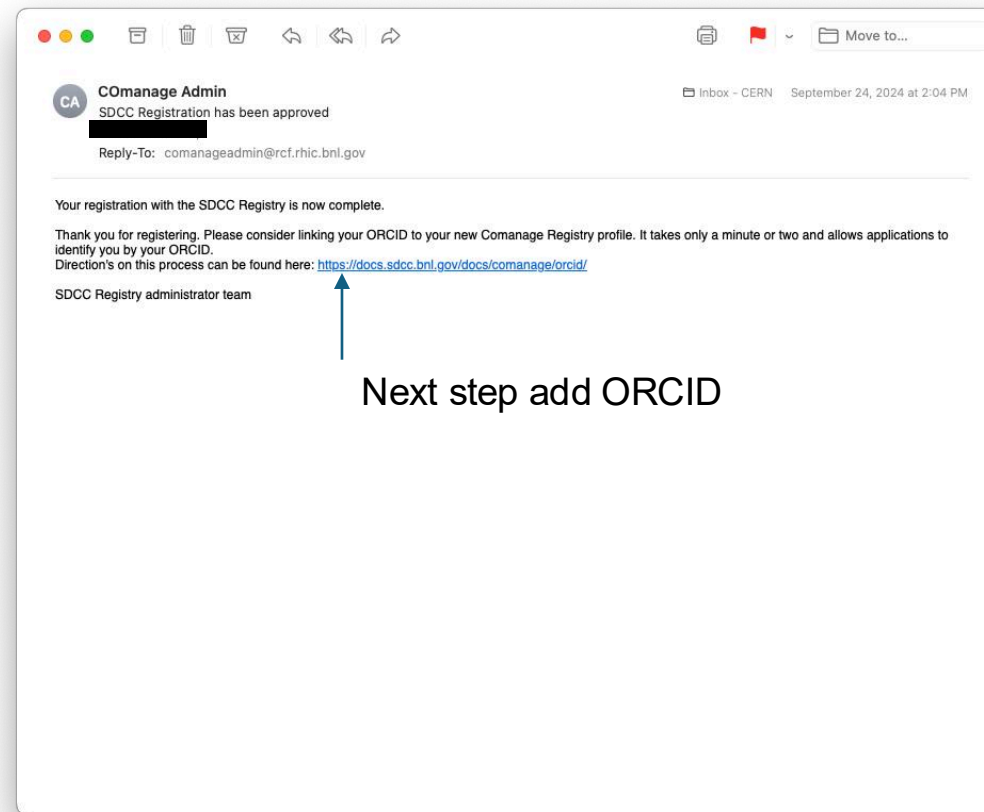
Registration to COnanage



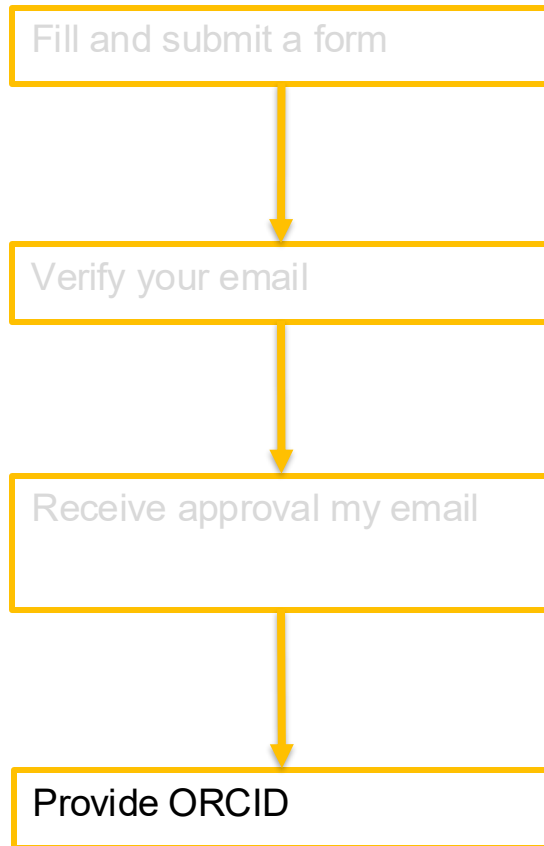
Registration to CManage



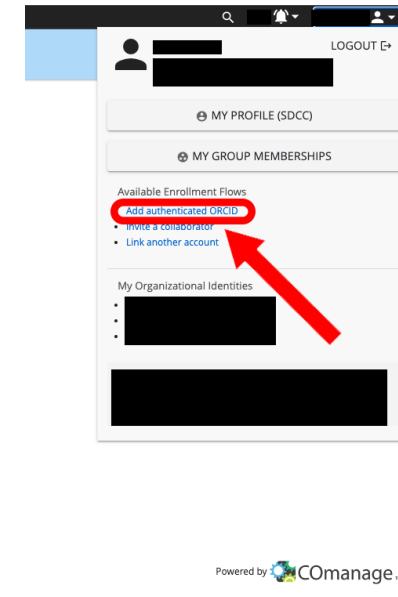
After 1-2 business days



Registration to CManage



Connect to Comanage and provide your ORCID



Connecting to new Indico categories

- New Indico categories have been defined and mapped to ePIC groups.
- ePIC group conveners, chairs, and other leaders are now managers of their corresponding Indico categories.
- To access Indico, use **CILogin** option

5. Access Indico

Use **CILogin** to log in. It connects you to your home institution, BNL, or CERN and verifies your identity through CManage. You'll use it during both registration and login.

Here is an example from Indico:



All meetings are organized via [Indico](#), including:

PhoneBook: Institute representative view

Institution representatives can manage **members** and list **SoS contributions** from the PhoneBook.

The screenshot shows the 'ePIC COLLABORATION' interface. The left sidebar contains navigation links: MY OVERVIEW, REPRESENTATIVES, WORLD MAP, AUTHOR LISTS, EVENT DIS, STATISTICS, INSTITUTIONS, FILTER INSTITUTIONS, MEMBERS, FILTER MEMBERS, GROUPS, FILTER GROUPS, DOCUMENTS, FILTER DOCUMENTS, ADD NEW DOCUMENT, TASKS, FILTER TASKS, and EVENTS. The main content area is titled 'ZZZ Test Institution' and 'UNITED STATES'. It features a 'Members of your institutions' section with a search bar and a table of members. Below this is an 'Institution Tasks' section with a search bar and a table of tasks. Annotations include an orange arrow pointing to the 'MY INSTITUTION' tab labeled 'Start here', an orange arrow pointing to the 'Members of your institutions' section labeled 'Select my Institution', a blue arrow pointing to the '+ ADD NEW MEMBER' button labeled 'Add member', and a blue arrow pointing to the edit icons in the members table labeled 'Correct member's information'.

Start here

Select my Institution

Add member

Correct member's information

MEMBER ROLE	FIRST NAME	LAST NAME	EMAIL	ORCID
Member	Uma	Ganapathy		0009-0000-0424-5636
Member	Vincent	Garonne	vgaronne1@bnl.gov	0000-0001-7169-9160
Member	Robert	Hancock		0000-0003-2231-4716
Representative	Eric	LanconZZZ	eric.lancon@cern.ch	0009-0009-7585-4645

DATES	MEMBER	TASK	GROUP	FTE	OPERATION
2025-01-01 - 2025-12-31	LanconZZZ, Eric	electronics	Membership Committee	0.1	