Installation instructions:

1. Before registering to 'Badger' please subscribe to our Newsletter.

2. Fill out '
Account_form_for_Badger.docx' and send it to CNICR@lists.columbia.edu. The form should have an account number to chart and it should be signed by your advisor or administrator.

3. Install the Java Runtime Environment from the Oracle website, http://www.oracle.com/technetwork/java/javase/downloads/index-jsp-138363.html. Click on Java Download and choose the file compatible with your operation system that has the extension “exe”. Badger will only work with version 1.8 of Java.


5. New member – click on new member:
You should use the same account number that was given to you for the form. When you enter the PI Account number make sure it is in this format:  
**Unit** (typically COLUM) **Department** (7 digits number) **PC** (SPONS/GENRL) **Project** (2 letters followed by 6 digits) **Activity** (2 digits or letters) **Initiative** (5 digits/letters) **Segment**  

**Examples:**
COLUM 1234567 SPONS GG123456 01 12345 SMITH1  
COLUM 1234567 GENRL UR123456 01 00000 00000000  
CNI accounts may have another suffix. Ask the cni clean room staff for assistance at CNICR@lists.columbia.edu.  
Please search your PI name in the system by the 2 first letters of the last name. Please don’t type it in. Your PI name should be in Badger already.  
Once your account is activated you'll receive an email confirmation.

6. To view equipment status, tool reservations, and shutdowns please see the dashboard page.  
Badger use instructions:

**Tool Reservation:**

To make reservation in Badger click on the lab and the machine you’re interested in using. Mark the time you wish to reserve on the calendar, click on “Reservation Actions” and “Make”. Please note reservation rules and limitations (a comment will appear when you try to make the reservation).

**Enable/Disable:**

In order to use an equipment you are certified on please go to “Equipment Actions” and click on Enable. Please note that you cannot enable a tool that is down unless you have special privileges on the tool. When your session is complete disable the tool. If you forget to disable the tool please send an email as soon as possible to cnicr@lists.columbia.edu. Please don’t leave your Badger session open on shared computers to avoid billing mistakes.
Report a Problem:

To report a problem please go to Equipment Actions, Report a Problem. This will color the tool orange in Badger. You’ll be able to see the information on the maintenance tab by clicking on “show message”:
**Change Password:**

To change your password go to: Window and then Change Password.

![Change Password](image1)

**View Reports:**

To view your activity report and financial information click on Reports and then Financial Detail.

![View Reports](image2)

Select the dates to display and a detailed report will be displayed.

![Select Dates](image3)

For more information please visit Badger [website](http://www.badgerlms.com/):