COLUMBIA | NANO INITIATIVE

Badger LMS Setup for CNI Labs Use

Description:

This document is used to guide users to install the Badger LMS software and complete their Badger account setup.
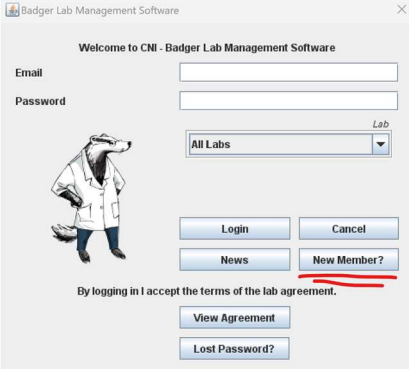
Instructions:

- Internal CU users: Ensure you have submitted the filled-out Badger Account Form to cnilabs@columbia.edu.
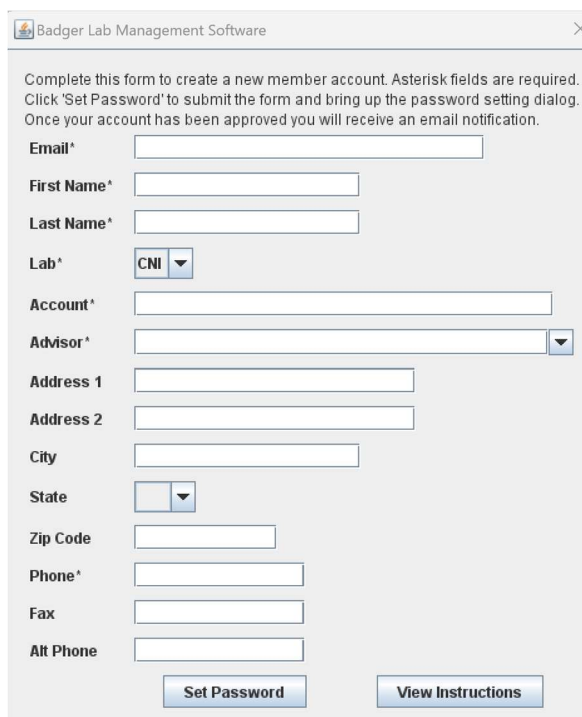
  External users: Ensure you have visited the External User Program webpage and followed the instructions for access. Badger accounts for external users are created by CNI staff.

- Install the Java Runtime Environment from the Oracle website.
  - Click on *Java Download* and choose the *.exe file that is compatible with your operating system.
  - Badger will only work with version 1.8 of Java.

- Download and install the Badger Java Application.

- If you have an existing account, you may log in with your existing credentials and use the application.

- If you are setting up a new account, please continue with the following procedure (all internal users):

New Account Initial Setup:

Perform these steps when setting up an account for the first time.

1	● Open the Badger Application (**badger.jnlp*****). ● The log-in dialog will appear. ● Click on "**New Member?**". ****If you have trouble installing Badger, you may visit one of the CNI Labs and use one of the PCs with Badger installed to begin the application process, in coordination with the lab manager.*	Badger Lab Management Software Welcome to CNI - Badger Lab Management Software Email [ ] Password [ ] Lab [All Labs ▼] [Login] [Cancel] [News] [New Member?] By logging in I accept the terms of the lab agreement. [View Agreement] [Lost Password?]
2	**New member information dialog:** Here you must fill in information and submit it, so the CNI Labs staff can activate your account.	

- Fill in fields accordingly:

    - <u>Email</u>: your columbia email (for internal users)
    - <u>First Name</u>: your name
    - <u>Last Name</u>: your name
    - <u>Lab</u>: (keep CNI default)
    - <u>Account</u>: fill in the account number *using information from your CNI Labs Badger Account Form* in the following format:

	Business Unit:	Department #	Project Costing Business Unit	Project #	Activity #	Initiative	Segment
e.g.	COLUM	1234567	SPONS	GG123456	01	12345	SMITH1

    - <u>Advisor</u>: search for your PI's name using the first two digits of their last name.
    - <u>Phone</u>: Enter your current phone number in the event CNI needs to contact you.

- Once the fields are entered correctly, click **"Set Password"** at the bottom of the dialogue.

Set Password

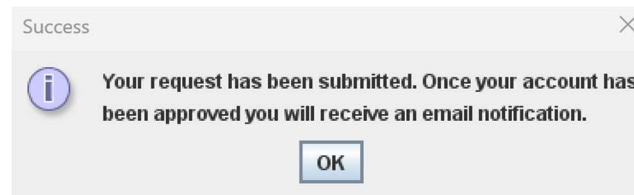- Enter your desired password of at least 8 characters and click **OK**:

Set or Change Password ✕

Password: [   ]

Confirm Password: [   ]

[OK] [Cancel]

- Your information will be sent to CNI Labs staff for activation. If submitted successfully, you will receive the following message:

Success ✕

ⓘ Your request has been submitted. Once your account has been approved you will receive an email notification.

[OK]

- You will receive e-mail confirmation when staff has activated your Badger account. You will not immediately be able to log-in after submission.

- For information on using the Badger application, please see the Badger Usage Information document.