Installation instructions:

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

2. **Fill out 'Badger Account Form' and send it to cnicleanroom@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 Java website.**
https://www.java.com/download/
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 or newer.

4. **Install and Log-in to Badger system:**
http://columbia.badgerlms.com/badger/etc/badger.jnlp

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 Department PC BusUnit Project Activity Initiative 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 cnicleanroom@columbia.edu.**
**You can search your PI name in the system by the 2 first letters of the last name.
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. Dashboard: http://columbia.badgerlms.com/badger/DashboardCNI.html

Use Instructions:

Reservation:

To make reservation in Badger click on the lab and the machine you're interested in using. Mark the times you wish to reserve on the calendar, click on "Reservation Actions" and "Make". Pay attention to reservation rules and limitations (a comment will appear when you try to make the reservation).
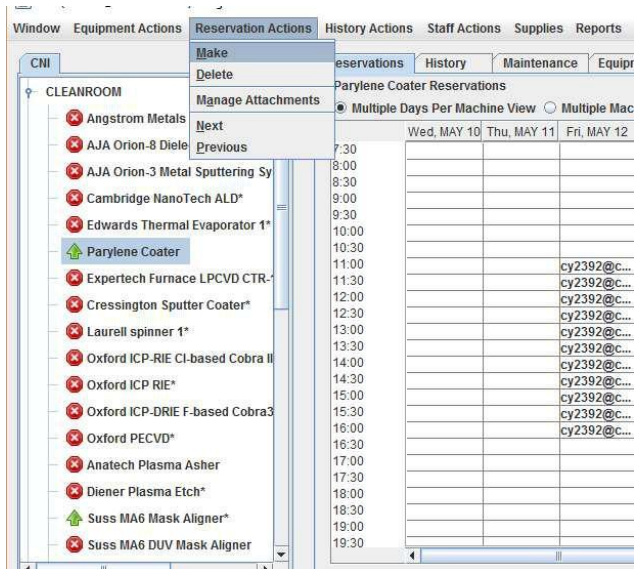
Enable/Disable:

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 cnicleanroom@columbia.edu.
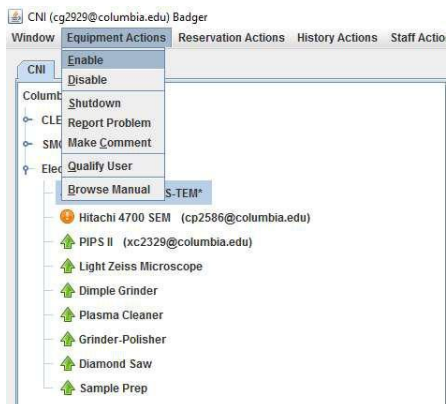
Report a Problem:

To report a problem please go to Equipment Actions, Report a Problem. You'll be able to see the information on the maintenance tab by clicking on "show message":
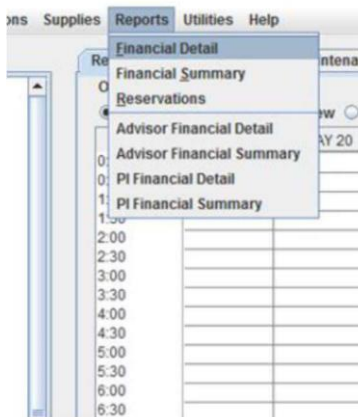
Change Password:

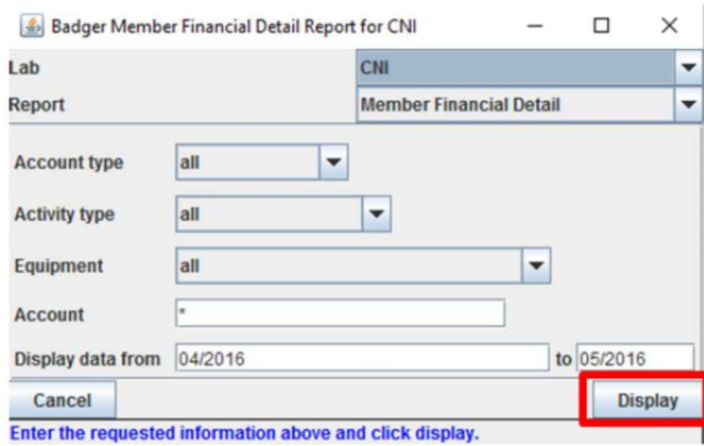**To change your password go to: Window and then Change Password.**
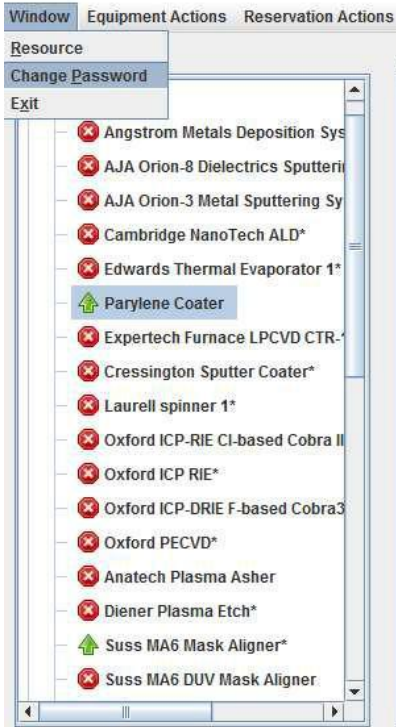
View Reports:

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

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

For more information, please visit Badger website:

http://www.badgerlms.com/