SDSS Accounts

Wiki Account Eligibility
To qualify for membership in the [SDSS-V Collaboration](https://wiki.sdss.org/), you must fall in one of the following categories:

- Be a member* of an SDSS-V affiliate institute (full member, associate member, or participation group),
- Have received approval from the [SDSS-V Collaboration Council](https://wiki.sdss.org) as an approved External Collaborator,
- Have received External Participant Status.

*Membership here means:

- for students: formal enrollment at the affiliate institution
- for postdocs/faculty/staff: 50% or more of salary comes from the affiliate institution

Change of email
If you have moved and have a change of email, you do not need to create another wiki account:

Moved to another SDSS-V Institution
If you move to another institution that is a member of SDSS-V, please contact [wiki-admin@sdss.org](mailto:wiki-admin@sdss.org) with an explanation supporting your continuing data rights, and request a global change of email.

Moved to a non SDSS-V Institution
If you move to an institution that is not an SDSS-V affiliate, please contact [wiki-admin@sdss.org](mailto:wiki-admin@sdss.org) and explain the situation so that we can determine if your Wiki access can continue. If you have received External Collaborator status for the period after your move, make sure to mention that in your message.

Requesting a Wiki Account
- As a first step, please go to [https://wiki.sdss.org/signup.action](https://wiki.sdss.org/signup.action) and enter the credentials you want to use for your new Wiki account. The prompt should look like this:

```
Sign up

Full Name
Email
Username
Password
Confirm Password

Sign up
```

- You must use your academic email to sign up for the wiki. Note that gmail addresses are ok for communications and mailing lists, but we need to confirm your current institutional email for registration.

Requesting Account Approval
- Send an email message to [wiki-admin@sdss.org](mailto:wiki-admin@sdss.org) stating your name, the username you selected, and your institutional affiliation (see some example messages at the bottom of this page). Keep a copy of your message for future reference. In your message please give the name of your institution and note that you are covered by a suitable SDSS-V data rights agreement. Also mention the following:
  - If you are affiliated with an institution that is a full member of SDSS-V, please mention that and make sure to copy the Collaboration Council representative from your institution on the message (if you cannot find your representative in the list of representatives, please contact the Spokesperson).
• If you are affiliated with a participation group or an institution that is an associate member of SDSS-V, please mention that in your message. Moreover, if you are a student or postdoc working with someone affiliated with a participation group or an institution that is an associate member of SDSS-V, please identify that person in your message. Make sure to copy that person as well as your Collaboration Council representative on the message (if you cannot find your representative in the list of representatives, please contact the Spokesperson).
• If you are a newly approved External Collaborator, please mention that and give the name of your immediate SDSS contact or sponsor and the number of the EC request that applies to you (if that was not included in the notification you received, you can get it from your contact). Make sure to copy your contact/sponsor on the message and the Spokesperson.

• If your account is not approved in a couple of days, send a (please, polite) query to wiki-admin@sdss.org and include the basic info that you sent in your original request.
• Once your wiki account is approved, you will receive instructions on how to sign up to the main sdss5-general mailing list and how to access a table of other mailing lists you can sign up for (including the lists of various working groups).

You are now ready to visit the wiki pages that help new members join working groups and describe the etiquette of working within the collaboration. Start at the "How to Collaborate" page and follow the links therein (you will need to sign in with your wiki credentials to access it).

Examples

In case you have writer’s block or are not quite sure how to phrase your message, here are some examples. Feel free to copy one these and edit it to insert the names and relevant information that apply to you:

Example for a student at an associate-member institution

Dear Wiki Administrator,

My name is Jake Sisko and I am a graduate student at Star Fleet Academy, which is an associate member of SDSS-V. My research advisor is Prof. Kira Nuris and through her I am covered by a data rights agreement. I would like to establish an SDSS-V Wiki account. I have just filled out the form with my preferred credentials and my username is JSiskoDS9.

Thank you for your consideration and assistance,

Jake

Example for someone at a full-member institution

Dear Wiki Administrator,

My name is Jyn Erso and I am a research professor at the University of Jedha, which is a full member of SDSS-V and as such I am covered by a data rights agreement. I would like to establish an SDSS-V Wiki account. I have just filled out the form with my preferred credentials and my username is Rogue-1.

Thank you for your consideration and assistance,

Jyn

Example for a newly-approved External Collaborator

Dear Wiki Administrator,

My name is Frodo Baggins and I am a newly approved external collaborator in SDSS-V (EC Request #5102). My sponsor for this EC request is Samwise Gamgee (College of the Shire). I would like to establish an SDSS-V Wiki account. I have just filled out the form with my preferred credentials and my username is SmartHobbit.

Thank you for your consideration and assistance,

Frodo