



New Student / Employee Walkthrough

First, we want to welcome you to our team and we wish you only good luck and we hope for a smooth entry into your position.

We want to let you know that although this guide was created to help you in your first steps and to answer your questions, you are welcome to ask us and we will be glad to help :)

Visit SAMPL website: <http://www.wisdom.weizmann.ac.il/~yonina/sampl/index.php.html>

Publications: <http://www.wisdom.weizmann.ac.il/~yonina/YoninaEldar//journal.php.html>

Read the "Welcome June 2020"- there you can find how to get an employee card and obtain a car entry sticker, how to register for a Safety Training and you can find information about Payroll.

Ask Nimrod if you will participate in medical projects, if yes- you need to do an extra Safety Training.

For more information, check the end of the guide.

Once you have your card, talk to Nimrod, our lab manager, to program it to unlock our facilities.

Use your employee card to record your work hours- the machine is on the 1st floor next to room 111.

*add here "דיווח שעות" mail from Mazal HR

add here explanation for work days and worker rights.

Organize your work space- you will get a PC and you have to connect all the needed



cables which you can take at room 210: power supply, monitors, mouse and keyboard. Headphones and camera you can ask Wendy to give you.

On the computer you will see your PC name and IP address which you will write down for yourself to be able to use the Remote Control (for example: MATH803, and 132.76.8.121) in addition you need the MAC/Physical address which you can find by writing "ipconfig/all" in the cmd window.

Ask Wendy/Hila to get you an email address and IdUser for the computer.

Once you get these, ask Wendy to add you to the relevant groups (email and Whatsapp).

To sign into the mail on the computer, we recommend that you use Outlook app on the computer:

Open the Outlook app > Enter your email address and press Connect > Enter your password and press Ok > Select Finish.

If you have a problem, talk to IT (Amir: amir.gonen@weizmann.ac.il or Eitan: eytan.segal@weizmann.ac.il) or ask Nimrod to contact them.

To sign into the mail on your phone, enter your favorite app > Add account > Exchange > The username: "wismain\UsernameOnThePC"> server: mail.weizmann.ac.il and you are done!

To find the email of someone in Outlook: Select New Email > Write the first/last name > Press CNTR+K

To sign into the mail on the Android device

Open Accounts > Add Account >

Select Exchange

Fill in your email address

Fill in Domain : mail.weizmann.ac.il

Enter your password and press Ok > Select Finish.



If you have a problem, talk to IT (Amir: amir.gonen@weizmann.ac.il or Eitan: eytan.segal@weizmann.ac.il) or ask Nimrod to contact them.
To sign into the mail on your phone, enter your favorite app > Add account > Exchange > The username: "wismain\UsernameOnThePC">server:mail.weizmann.ac.il and you are done!

You will need to have admin privileges in order to change to settings and allow remote connection to the machine (and all other installations).

To check if your user is an admin: Open Control Panel > User Accounts > Manage User Accounts. If you are not an admin, contact the IT or ask Nimrod to contact them.

While setting up your workspace you will have to download MATLAB:
There are 2 different ways- Network and Standalone. You can find the instructions here (Windows, Mac and Linux):

<https://www.weizmann.ac.il/DIS/software/windows/windows>

Ask Nimrod which version to install because it depends on your work field.

To install MATLAB:

1. Open the Windows **Start** menu and click the **Run** command
2. Enter **\\wisfiler.weizmann.ac.il\collaboration\software\matlab**
3. When asked for credentials, enter your Weizmann UserID in the syntax of: "wismain\UserID", then click **OK**
4. Open the **Matlab** folder, then the folder containing the version you wish to install.
5. Run **setup.exe** inside the win(windows) or Lin(linux) to start the installation.
6. You need to create a MathWorks account (using your weizmann email).
7. During installation you will be required to enter the File Installation Key, and then "Activate manually without the internet" using a license file.
To enter the File Installation Key in the latest R2020 version, click "Advanced Options" in the setup screen -> "I have a file installation key".
Or your license key will be automatic.
8. Under the PRODUCTS section don't forget to check the relevant toolboxes, don't choose all the toolboxes because it will take too much time and space (Ask Nimrod if you are not sure).
9. a) For **Network** activation use FIK and **weizmann.lic** file in the installation folder.
b) For **Standalone** activation use FIK and **license.lic** which you will receive from the Service Desk team after filling the [Standalone form](#).



To access and work on Clinical Data:

➤ **General:**

Clinical data, in relevance to our lab is as any information collected within approved clinical trial (that has Helsinki approval, the medical center internal committee at approval, and Weizmann approval) and in our case, most of the time, received from our clinical partner (one of the medical centers in Israel or abroad collaborating with SAMPL lab). Each clinical trial has a specific clinical research protocol that should be followed, and a signed legal agreement that we should comply with.

➤ **Anonymization**

All clinical data that is forwarded to Weizmann for analysis should be anonymized, meaning that all patient's identifiers as (but not limited to) name, date of birth, ID, address, phone no., etc. are removed by our clinical partner prior to data transfer in order to protect patient's confidentiality.

In case you encounter/ receive clinical data that is not anonymize make sure you immediately report to Ronnie/ Keren or Nimrod.

➤ **Access control, data forwarding**

Even though all clinical data is anonymized, the clinical data is to be handled carefully, accessed only by authorized trial team (not all lab members) and we are not allowed to forward it to anyone outside the lab / 3rd party such as a contractor or another physician /other lab member that is not working on the research.

➤ **Confidentiality agreement**

In some cases, the relevant research contacts are asked to sign a confidentiality form that is provided by the medical center for a specific study. In this case, such form will be forwarded to you by Ronnie.

In general, please do not sign any document for the clinical trial (or any other) without consulting internally with Ronnie/Nimrod (the form can relate to dataset /methods). All legal documents must be reviewed by the legal department *prior to signing*.

Please note: any consent to "terms of use" - for example, for the purpose of downloading publicly available images/datasets - is also a legal obligation. Therefore, it should NOT be done without prior consultation with the Legal Department.

➤ **Data storage and handling**

All clinical data, including analysis, must be stored on the clinical server, which is a defined server allocated for SAMPL lab. Each research has a dedicated folder on this server, and all folders are access controlled.

Do not save clinical data on your personal computers or any other environment unless specifically authorized.

Please read [Weizmann SOP](#) (Standard Operating Procedure) which may be updated from time to time and sign below.

Name: _____ Date: _____



To connect to Weizmann using remote desktop(RDP):

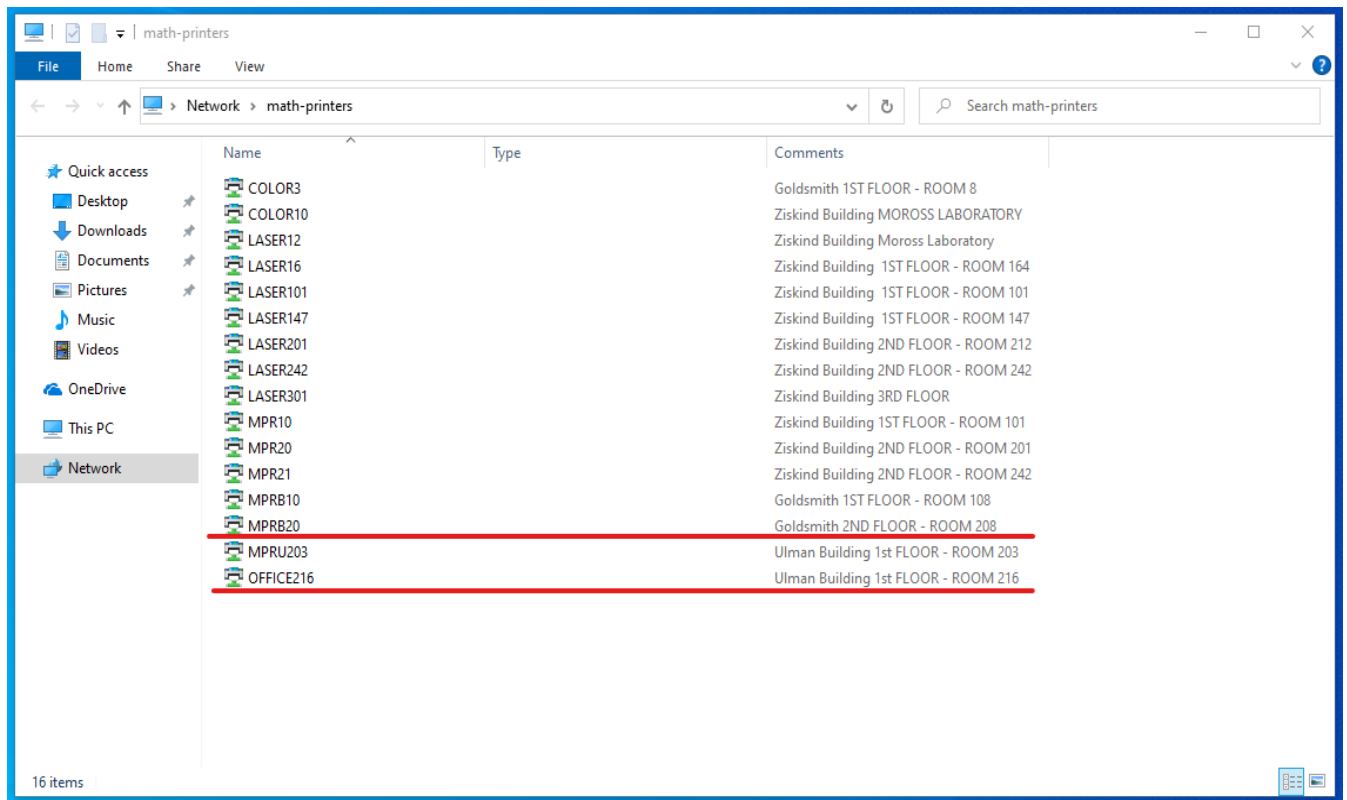
1. Go to <https://evpn.weizmann.ac.il>
 2. Enter your Username and Password and under OTP choose **SMS**.
 3. Enter the password you got to your phone.
 4. Install the **F5** application and give full permission.
 5. After login with "VPN", press Windows + R, type "mstsc", enter your Weizmann local computer IP and use your faculty user and password to login (wisdom2k3\Username).
- *If you want to use remote desktop while you are at Weizmann-skip to the 5th stage.

Printers:

1. Run command window or press Windows + R
2. The *Run* window is immediately displayed, type "\\math-printers".
3. Connect to the printer you want:

SAMPLAB

Signal Acquisition Modeling Processing and Learning



On the right, under Comments, you can see the location of the printer:

- Room 203 is the printer outside of 203.
- Room 216 is the printer in the students room.

GitHub

Ask Nimrod to join you to the GitHub team.

GitHub is a code hosting platform for version control and collaboration. It lets you and others work together on projects from anywhere.

<https://github.com/SAMPL-Weizmann>



Dropbox

Ask Nimrod to join you only after you have a Weizmann mail.

Only after you have Weizmann mail, ask Nimrod/Wendy to add you to Yoninna's Dropbox.

Dropbox is a cloud storage service that lets you save files online and sync them to your devices. You can use Dropbox links to share files and folders with other people without sending large attachments.

Smart Sync lets you make files and folders online-**only**(some of our folders are very large and shouldn't be stored locally).

For more information visit: <https://help.dropbox.com/installs-integrations/sync-uploads/smart-sync>

Jira

This is a project tracking software we use as a team, Ask Nimrod to add you.

JIRA is a centralized, highly customizable project management system. All projects are logged into a central database and each one goes through a number of processes.



Small stuff in the end:

OneDrive- using the Weizmann email you get 10GB of storage.

eat&go- pay with your worker card as a credit card:

<https://www.weizmann.ac.il/food/en/eat-go>

Wifi

You can join the free and open wifi "WIS_Hotspot"

Wexac - High Performance Computing

WEXAC is a large-scale supercomputing resource serving the Weizmann Institute's scientific computing needs. It is designed to perform large jobs, parallel processing, visualization and scientific applications.

To utilize WEXAC, you need to contact Wendy at wendy.lando@weizmann.ac.il.

After creating a Wexac account, install Mobaxterm to access the resources. You can download the program [here](#).

Then to access, open a new **session** in Mobaxterm (top left corner). Choose the SSH option, and type **access4.wexac.weizmann.ac.il** in the **Remote host**, and your Weizmann username in the username.

Additional information can be found [wexac_introduction.pdf](#).

Use Pycharm on the cluster:

Following are steps to open PyCharm interactive editor/debugger on the Wexac Linux clusters in an existing session:



- Open a new ssh session on MobaXterm or Window's command prompt (for example `username@access4.wexac.weizmann.ac.il`)
- `bsub -env LSB_CONTAINER_IMAGE="ibdgx001:5000/pytorch_jre_nowarn_dh:v3" -app nvidia-gpu-interactive -gpu num=1:j_exclusive=yes -R rusage[mem=64000] -R affinity[thread*10] -q waic-long -ls /bin/bash`
- `export DISPLAY=132.76.8.XXX:0`
- `/home/labs/waic/shared/pycharm/pycharm-community-2019.2.2/bin/pycharm.sh &`

Welcome June 2020 letter:

Starting to work in a new place involves receiving a large amount of information over a short period of time, which may cause some confusion. **Information about your rights and obligations** as a Weizmann Institute employee can be found on the Human Resources Division website, at http://www.weizmann.ac.il/HR_files/BULLETIN.pdf.

A **campus map** is available on the following webpage:

http://www.weizmann.ac.il/campus_map/.

In order to complete the Institute's new hire process, you will need to do the following:

A. Get your picture taken for your employee card and obtain a car entry sticker

For the employee card, go to room 15, ground floor, de Picciotto Building (A).

For the car entry sticker, present a valid driver's license and vehicle license.

Reception hours: Sunday, Monday, Tuesday – 08:30 - 14:30; Wednesday – 13:00 - 16:30;

Thursday – 10:30 - 16:30. Internal phone number: 2818 (Ofra).

* If Ofra is not available, contact Sigi at int. 4504 – Room 22, de Picciotto Building (A).

B. Safety Training – Each new employee is required to participate in safety training prior to starting work at the Institute, particularly laboratory work, in accordance with the specific position and agents to which the employee will be exposed to during the course of the work. The training will be coordinated with your departmental administrator / secretariat.



C. Payroll Section – If relevant, contact the Payroll Section to sign pension and provident funds forms. You may contact the relevant payroll coordinator with any question regarding wages, salary components and reimbursement of expenses.

We will be happy to answer and assist you with any questions or concerns.

Important phone numbers for your convenience:

Dial-out outside the Institute precedes the number with the prefix 08-934 XXXX

Heads of Human Resources Sections: Liat - 6442, Roni - 6428, Hadar - 4593, Racheli - 4590, Adi - 4597

Payroll Section: Yael Mekayten - 4568, Sima Ben David - 4581, Ariel Weisskopf - 4598

Pension and Insurance Section: Moti Yaniv – 4596, Shula Igor - 4567

Attendance: Iris Peretz - 4342, Orit Vider - 4591, Mazal Akab - 4592