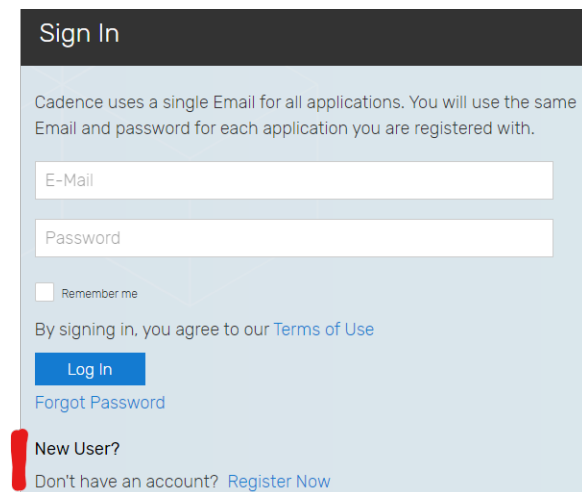# INSTRUCTIONS FOR EUROPRACTICE REPRESENTATIVE (OR A STAFF OR PHD STUDENT COLLEAGUE) TO ENABLE UNDERGRADUATE'S CADENCE ONLINE SUPPORT ACCOUNT

You will need to be in close contact with the Undergraduate to follow this process through to completion, as information will need to be exchanged between you and the Undergraduate.
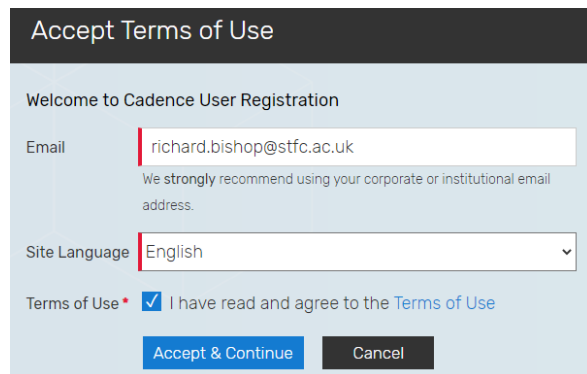
Assuming that the Undergraduate does not already have a support account, you will need to help set one up for them using your current Reference Key. Please do not share the Reference Key with any Undergraduate (the Europractice Representative can share it with staff colleagues and PhD students, and staff colleagues and PhD students can set up their own accounts).

At support.cadence.com please hit "Register Now" next to "New User? Don't have an account?".

Add the Undergraduate's Institute e-mail address (not any personal one) and hit "Accept & Continue" once the Terms of Use box is ticked
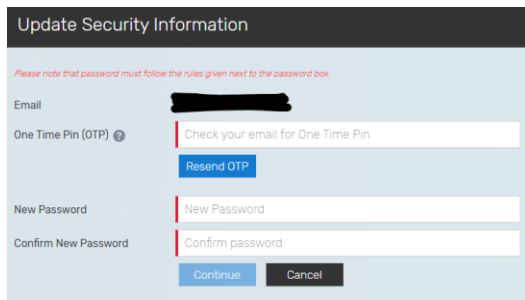

At this point, a One Time Pin (OTP) will be e-mailed to the Undergraduate's Institute e-mail address. The Undergraduate will need to e-mail this to you for you to enter this. Please advise the Undergraduate NOT TO CLICK ON "VALIDATE E-MAIL" in the e-mail they received. Instead they should just forward the e-mail containing the OTP to you.

Enter the OTP. You will need to generate and enter a password as per the criteria you will see at support.cadence.com and make note of it, to pass on to the Undergraduate at the end of the process. Chrome auto-generated passwords appear to fit Cadence's critera.

Once the OTP, password and password confirmation is entered, hit Continue.

INSTRUCTIONS FOR EUROPRACTICE REPRESENTATIVE (OR A STAFF OR PHD STUDENT COLLEAGUE) TO ENABLE UNDERGRADUATE'S CADENCE ONLINE SUPPORT ACCOUNT
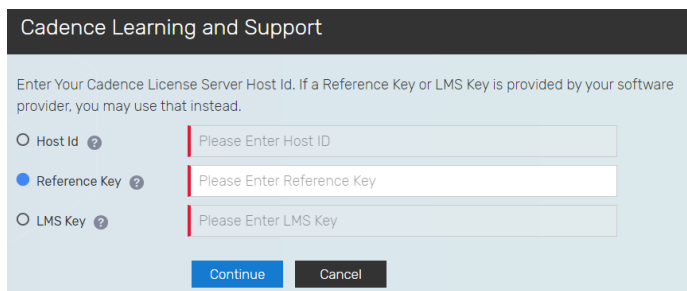
You will then need to add you current Reference Key and hit Continue
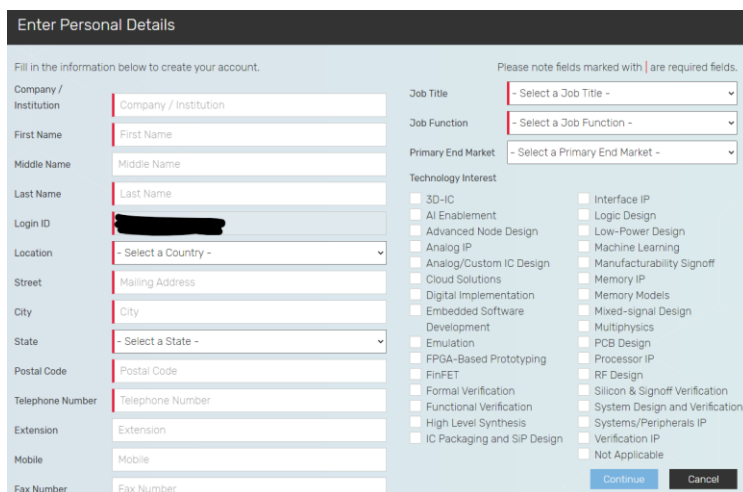
You will then need to add the Undergraduate's personal details, and hit Continue

This should complete the process

Finally, forward the password to the Undergraduate

INSTRUCTIONS FOR EUROPRACTICE REPRESENTATIVE (OR A STAFF OR PHD STUDENT COLLEAGUE) TO ENABLE UNDERGRADUATE'S CADENCE ONLINE SUPPORT ACCOUNT

Please note that that the decision not to allow sharing of the Reference Key with Undergraduates is solely Cadence's. Note that in the context of online support accounts, Masters Students are treated by Cadence as Undergraduates. Please also note that the Reference Key is visible in all users Cadence online support account profiles so please ensure that the Undergraduate is told not to share this with anyone, if the Reference Key becomes visible to them in their account.

If you have any problems or comments regarding these procedures then please report them to us
MicroelectronicsCentre@stfc.ac.uk