

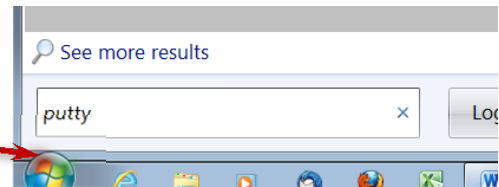
# Searching for a Badge Number

Here at Argonne, you *are* your badge number. And they haven't made it easy to find this information should one need it, like when a designer takes out a DCN for a new drawing or revision. Often, an engineer is hard to locate to ask for it and the lab's website is rather mum on this subject.

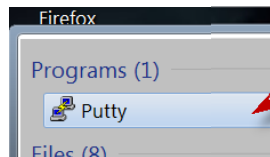
So to address how to find that info, follow these steps:

1. On your Windows system, click on the **Start** button.

2. If you can't find it on your list of Programs, type in "putty" in the search field at the bottom

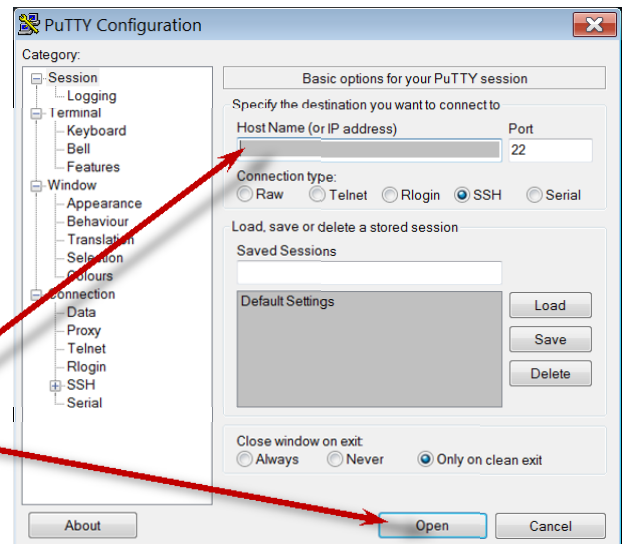


- if it's on your computer, it'll show up on the top



3. Click on that shortcut

- it pops up a PuTTY Configuration window  
- it's a program that allows you to remotely log into a server that has badge information



4. Leave everything else on its default, but click in the box under "**Host Name (or IP address)**"

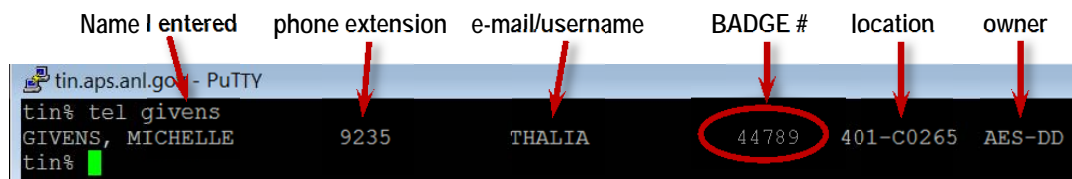
5. Enter "tin" (no quotes), and hit the **Open** button.

6. A DOS window pops up and asks you for a login name and password

- this is your regular username and your *APS* LDAP password. (The one you'd use to get into ICMS and Windchill.)

7. Once logged into the tin server, you'll get the usual "**NOTICE TO USERS**" and a prompt that looks like `tin% █` Enter the command `tel <a name or whatever>` and hit enter.

- it comes back with info like this...



8. Just close the window or type in `exit` to get out