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# Duckietown Accounts guide

You will be asked to create accounts on various information sharing websites such as Slack and GitHub. This document contains instructions for how we would like you to represent yourself online during your Duckietown experience. This document applies to both students and non-students.

*Owner: Andrea Censi*

*Note: For support in the creation of the accounts, please email [hr@duckietown.com](mailto:hr@duckietown.com) or use the Slack channel “help-for-accounts”. Andrea will not answer any email about account problems.*

## Part 1 - the information we need at the start

All words in CAPS are defined in the glossary (below).

**Note about privacy:** The information that is marked as “public” will be included on the public repository, and used to create team rosters, and it will be on slides that eventually will be public (during presentations, etc.).

You will be given the choice to use a fake identity for privacy. Or, you could use your full name for everything. The answer is not penalizing either way.

**Consistency:** We prefer consistency in naming across accounts. Once you have completed the steps in this guide, please go to the *Online Accounts Information Form* (URL provided by staff) and submit your information.

## LEGAL NAME

This information will NOT be public.

## The OFFICIAL EMAIL

This is your @mit.edu email, unless special circumstances (could be @company.com).

## Choice of NICKNAME

This is how we will call you. Examples: Andrea, Liam, Todd.

“X! the giant robot is going to crush you!” - Please solve for X for the quickest reaction time.

This does **not** need to be your LEGAL FIRST NAME.

Your nickname will be PUBLIC (appearing in rosters)

*Pro-tip: If your name is “Shih-Yuan”, consider choosing a different name, for two reasons. First, we already have a Shih-Yuan. Second, after five months, half of the team is still not sure about how to spell or pronounce “Shih-Yuan”.*

## Choice of pronouns

Choose your favorite set of of pronouns, among the two choices:

- she/her/hers
- he/him/his

We recognize that some people would like to use other sets of pronouns, but because 95% of the staff is not a native speaker of English, the mental exercise of using different pronoun sets other than the two standard ones is just too difficult for us. Thanks for your understanding.

## Choice of HANDLE

This handle will be PUBLIC, as it will be part of the commit history of our repository

Ideally, the same handle will be used for:

- Github
- Slack duckietown-engineers
- Google Docs
- various other accounts

Consistency: If the handles are newly created, handles must be consistent across all accounts. However, if you have pre-existing handles for these accounts and prefer to use them, that would be acceptable, provided they are similar across all accounts.

Examples of handles: *andreacensi*, *censia*, *andy94*

## Choice of privacy level

You have two choices:

**Option 1: use my name.** Make your duckietown identity equal to the real identity - Use your full name and email publicly.

Publicly (on rosters, etc.) you will be “First Last <[realemail@mit.edu](mailto:realemail@mit.edu)>”.

- + : the world will know how great you were at Duckietown
- : you lose privacy

**Option 2: use an alias.** Use just a nickname/made up identity for Duckietown. We will then create the email [HANDLE@duckietown.com](mailto:HANDLE@duckietown.com) for you, and you will use that email for everything.

Publicly (on rosters, etc.) you will be “Nickname <[HANDLE@duckietown.com](mailto:HANDLE@duckietown.com)>”.

- + : most privacy conscious decision
- : the world will never know how great you were at Duckietown

## Ready? go.

Now that you’ve made all the above decisions, it is time to get connected. Here’s what to do:

### 1. Sign up for an account on Slack

Go to <https://duckietown-engineers.slack.com/signup>

Use the @mit.edu email, and your *handle* as “username”. Complete your profile using the guidelines provided below.

If you don’t have an @mit.edu, notify [hr@duckietown.com](mailto:hr@duckietown.com) and we will invite you.

Upload a profile picture!

Slack Naming Guidelines			
	Slack entry for First Name	Slack entry for Last Name	Example
<u>MIT STUDENTS</u>			

option 1	nickname (from step 1)	(MIT)	Raf (MIT)
option 2	first name	last name +” (MIT) “	Rafael Reif (MIT)
Staff, Non-MIT students	first name	last name + (Duckietown)	First Last (Duckietown)

2. Sign up for a GitHub account if you don't already have one. You must complete the *Online Accounts Information Form* for HR to be able to add you to our GitHub Repository.

3. Sign up, and install dropbox

4. Optional steps:

Like the [Duckietown page](http://facebook.com/duckietown) on Facebook, at <http://facebook.com/duckietown>

Share/like the posts there.

Follow “[Duckietown Engineering](#)” on LinkedIn

Join the “[Duckietown Engineers](#)” group on LinkedIn

Set your current job on LinkedIn to “Vehicle autonomy engineer” at “Duckietown Engineering Co.”

5. Don't forget to fill out the *Online Accounts Information Form* (URL provided by staff)

## GLOSSARY

- MIT student = somebody who is MIT-affiliated and is taking the Duckietown student experience
- NON-MIT student = student who is following the class remotely
- student = MIT student | non-MIT Student
- Staff = instructors, mentors, developers, TAs, lab assistants, UROPs
- everybody = student + non-student
- PUBLIC = appears in the publicly-available repository. E.g. the “handle” and the nickname.
- NON-PUBLIC = shared only among senior instructors (Andrea, Liam) and released as needed for essential tasks. E.g. legal name.
- legal name= The legal name is the name by which you are registered at MIT (First name Last name). This will be kept private.

## Part 2 - things that you will do after sign up

**This information will be needed after the first step is completed.**

### Google Calendar

Everybody needs to subscribe to the Duckietown calendar. Actually, of all our 11 accounts, the calendar is the hardest one to figure out.

[https://calendar.google.com/calendar/embed?src=eprdt0jcu9foe0e04ecef0ah0%40group.calendar.google.com&ctz=America/New\\_York](https://calendar.google.com/calendar/embed?src=eprdt0jcu9foe0e04ecef0ah0%40group.calendar.google.com&ctz=America/New_York)

calendar ID: [eprdt0jcu9foe0e04ecef0ah0@group.calendar.google.com](https://calendar.google.com/calendar/ical/eprdt0jcu9foe0e04ecef0ah0%40group.calendar.google.com/public/basic.ics)

Either a) click the "+" button at the bottom right corner of the linked page or b) open your Google Calendar and follow: Other Calendars -> drop-down menu -> Add

URL: <https://calendar.google.com/calendar/ical/eprdt0jcu9foe0e04ecef0ah0%40group.calendar.google.com/public/basic.ics>

### Audio file for pronunciation

If the name is not intuitively pronounced by the average American: please prepare an audio file <nickname>.mp3. We will ask you later to commit it to our repository.

### Choice of picture

Prepare a SFW picture of you, from which we can recognize you. This is used to create a team roster.

Call this <handle>.jpg.

Please keep <last\_name>.jpg and <last\_name>.txt updated in the directory /media/staff/ of "website" folder. <https://github.com/duckietown/website/tree/gh-pages/media/staff>

# The @duckietown.com email address

Everybody will have a <handle>@duckietown.com email address that forwards to the real address. If you are privacy conscious, when this is set up you can use it everywhere in place of the @mit.edu.

How to get it: The staff notifies you when this is done.