Memorandum For StellarXplorers VIII

Date: 24 August 2021
From: StellarXplorers Program Staff
Subject: Instructions for Accessing STK during STLX VIII
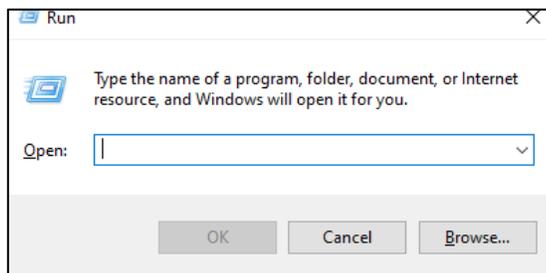
Summary:
Each team will use one computer running Systems Toolkit (STK) during competition rounds and a backup device that may be used for separate planning simultaneously. In preparation for the competition, team directors may request STK licenses for as many devices as needed for competitors to train. For example, if training is being done virtually with competitors meeting online, then licenses might be needed on their individual devices. Once a team director is verified, team directors may fill out a Google Form to request STK educational licenses. Licenses are good for one academic year from August 1 until the following July 31, and a new license must be requested every year, regardless of previous participation.

Instructions:
Here are the steps for obtaining STK educational licenses:

1. **Obtain Host ID for each device that needs STK.** A Host ID is a specific identifier associated with a laptop or computer, consisting of a 12-digit code unique to the device. Below are the steps to getting a computer's Host ID:

   a. Open the run box by pressing and holding Windows + R at the same time.
   b. The run box will appear, and it will look like the image below.

   c. Type ipconfig/all in the command box and press enter.

   d. A popup will appear, and the information of interest on this page is the information listed for Physical Address.

   e. The Host ID is the same as the Physical Address! Now you have the Host ID for the device.

2. **Submitting Host IDs for STK educational licenses:** Our staff has an agreement with AGI to request STK educational licenses for the StellarXplorers program. Please collect all Host IDs and submit them in one submission of the Google Form. Here is how you fill out the Google Form:

   a. Go to the email from competition@stellarxplorers.org that contains the form for obtaining STK educational licenses. Please note: if you do not have the link yet, then a verification email from your organization's verifying official has not been received.

   b. Open the Google Form and fill out the requested information on the first page. The information on this page will be used to send the STK educational licenses and should be the same as what was used to register the teams from your organization. See the image below for a preview of the Google Form.

   c. After completing all fields, hit next. The page displayed is where you will end all Host IDs.

      IMPORTANT NOTE REGARDING HOST IDS

      When submitting Host IDs, **please remove all dashes between the numbers and letters**. We are anticipating several hundred academic license requests, and the STK educational license request system does not process Host IDs with dashes.

      We ask that all Host IDs are separated with commas.

      Example Submission: *1234567891011, ABCDEFGHIJKL*

   d. Once all Host IDs are added to the Google Form, hit the submit button. On our end, we submit the Host IDs through AGI's license request system, and we receive individual licenses for each Host ID. When you receive the STK educational licenses, they will all be included in one email.

3. **Activating the STK Educational License.** Save the correct license to each device. Since all devices have a unique Host ID, please be sure to save the correct license the devices.

   a. Launch the STK License Manager (Start -> All Programs -> STK Support Tools -> License Manager).

   b. Select the Manage Licenses tab.

   c. Use the plus icon to browse and open the license.

4. **Now your team may begin preparing** for the academic portion of the StellarXplorers National Space Design Competition! Good luck!

If you have any questions or difficulties accessing the textbook, please reach out to our team at competition@stellarxplorers.org

//SIGNED//
StellarXplorers Program Office
Air & Space Forces Association