

How to Activate a CNM User Proposal

The PI has one year from the date the allocation email is sent to activate their general or partner user proposal. A rapid access proposal must be activated before the end of the current proposal run cycle per their allocation email.










Section 1: Submit the Safety Documentation (User Work Submittal)

1. PI can access the safety documentation link from 2 locations:
 - a. Step 4 in your emailed allocation notification.

Your next steps are as follows:

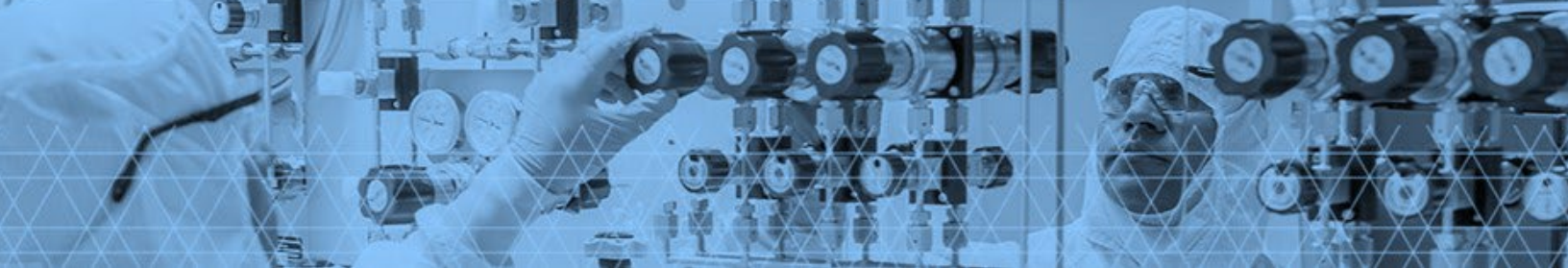
1. Everyone without current user registration should immediately [REGISTER as a New or Returning User](#) (allow up to 6-8 weeks for processing). Active users can view their registration status in the [CNM User Portal](#).
2. [VERIFY or establish a User Agreement](#)
3. [TEST your Argonne Domain Account](#)
 - a. Contact the 24-hour ANL Service Desk at 1-630-252-9999, option 4 should you need to have your password reset or activated.
 - b. For new Carbon users only, please [request a user name change](#).
4. The PI should [SUBMIT Safety Documentation](#) to activate your proposal.
5. ~~TOUCH BASE with your Scientific Contact, XXXX (1-630-252-XXXX, XXXX@anl.gov)~~

- b. User Portal (<https://userportal.cnm.anl.gov/>) under the Proposals tab, Submit Forms column.

SciCon	Status	Actions	Submit Forms
	Submitted	  	
	Submitted	  	
	Uws-pi requested	  	Submit Safety Documentation

2. PI logs in with their Argonne domain account.
3. Complete the form and submit.





Section 2: Wait for Approvals and Notification

1. Once submitted, the document will be sent to your Scientific Contact and the CNM Safety Coordinator for review.
2. If contacted, reply to any questions pertaining to your safety documentation.
3. Once activated, email notification will be sent to everyone on the proposal.

Tips:

- To delegate the safety documentation step, the PI can email the CNM User Office (cnm_useroffice@anl.gov) with the proposal number and delegate's name.
- Reach out to your Scientific Contact listed in your allocation email with any questions about the safety documentation form.

Troubleshooting:

- Not able to log in? Try testing your Argonne domain account password (https://servicenow.anl.gov/pr?id=test_password_pr) or contact the Argonne service desk (630-252-9999, option 4) for assistance.
- Need help? Contact the CNM User Office (cnm_useroffice@anl.gov) or reference our FAQs website here: <https://cnm.anl.gov/pages/faqs>

