How to Complete Core User Training

Section 1: Check Your Training Status

1. Log in to the CNM User Portal (https://userportal.cnm.anl.gov/)
    a. A quick, overall status is on your Profile page.
    b. Detailed status including expiration dates are in the Training tab.

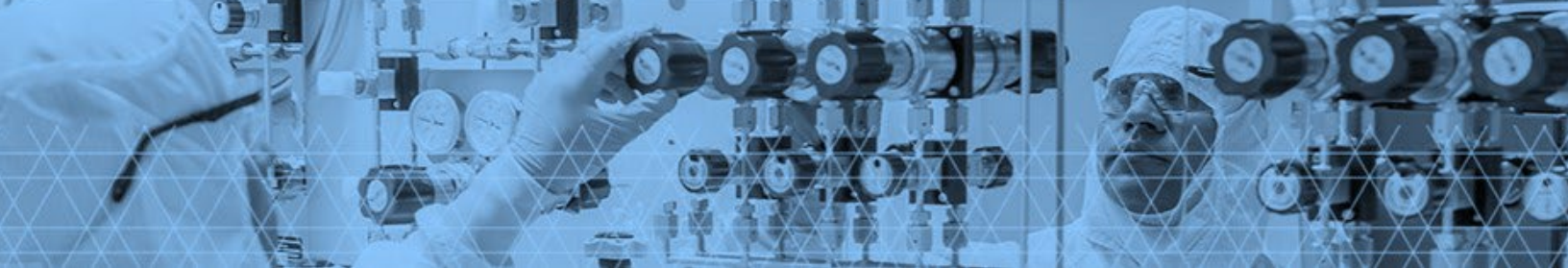Section 2: Take Your Core User Training

1. Visit the CNM Required User Training page: https://cnm.anl.gov/pages/required-cnm-user-training
2. Review the required CNM core courses.
3. Visit the Remote Training website here: https://beam.aps.anl.gov/pls/apsweb/rt0004.intro_process
4. Enter your badge number and submit.
5. Select the required course and click to continue to the training. Log in with your Argonne domain account.
6. Click on "Start Course" if this is your first training or "Retake Course" if you have taken it previously in this system.
7. Complete the Course Content and Exam (see Tips below for further information on the optional survey).

Tips:

- Enable pop-ups to complete the training in Workday Learning.
- To skip the OPTIONAL content (Survey), choose "Continue to course credit" when prompted. However, if the optional Survey is accessed, at least one question has to be answered in order to complete the task and receive full course credit.
- Argonne employees should view their user training through the CNM User Portal rather than TMS. TMS reflects requirements related to your JHQ rather than your user status.

Troubleshooting:

- Current user registration is required to access the remote training page and complete the exam.
- 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