

## How to Complete Instrument/Process (SOP) Training

*SOP training is an in-person training given by the tool or process custodian. The SOP needs to be listed on an active UWA and must be fully authorized before user work begins.*

### Section 1: Ways to view SOPs linked to your UWA

1. Visit the CNM User Portal at <https://userportal.cnm.anl.gov/>.
  - a. Click on the Proposals tab.
  - b. Click on the “pdf” icon in the Actions tab.
  - c. Once your UWA is downloaded, reference section 1.6 Processes.
2. Visit the CNM User Portal at <https://userportal.cnm.anl.gov/>.
  - a. Click on the Prox Card Access tab.
  - b. View SOPs and corresponding UWAs listed under each lab.

#### Tips:

- Both options above access the most up-to-date record and will include any SOPs that may have been added after the proposal was activated.
- Taken the SOP training before? Visit the CNM User Portal to check the SOP expiration date in the Training tab and the authorization status in the Prox Card Access tab.

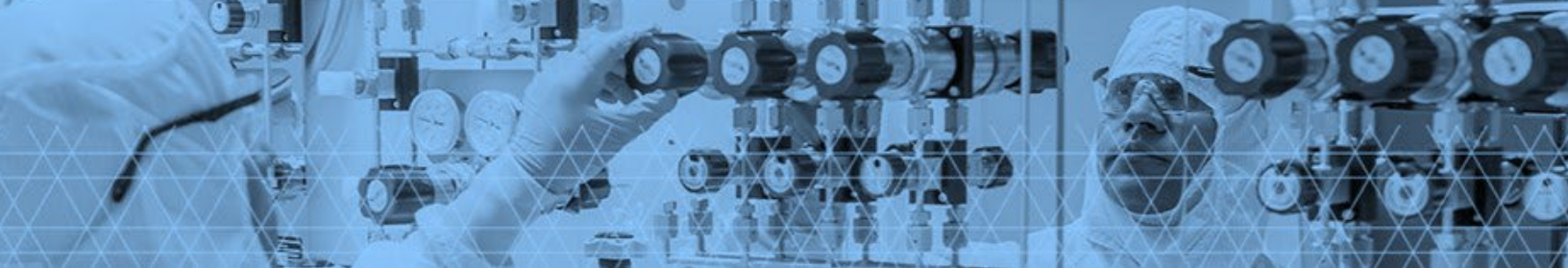
### Section 2: How to schedule SOP training

1. Start with your primary scientific contact (SciCon). Talk through your plan for upcoming visits and the order in which SOPs will be needed.
2. Visit the CNM Portal at <https://userportal.cnm.anl.gov/>.
3. Click on the Prox Card Access tab.
4. The SOP Custodian column will list the name of the primary custodian to contact for training.
5. Find contact information through our CNM Scientific Contacts page at <https://cnm.anl.gov/pages/scientific-contacts>.

#### Tips:

- Most SOPs have more than one trainer. Your SciCon or the primary custodian can help you identify alternate SOP custodians.
- Ask the tool custodian about their tool reservation process. They may need to reserve the tool on your behalf for the initial training.





- Your prox card will not provide access to the relevant lab until you are fully authorized. Ask the SOP custodian for assistance accessing the lab for your initial training.

### Section 3: How training is recorded

1. After training, the SOP custodian will record your training and then you will be sent an email with a link to acknowledge your training.
2. Log in with your Argonne domain account to acknowledge the training.
3. The SOP custodian will authorize your access in our system.
4. Your prox card will be automatically updated. This takes at least 15 minutes to sync.

### Tips:

- If you can't find the acknowledgement email, you can acknowledge your training here: [https://pico.cnm.anl.gov/live/experiments/acknowledge\\_training.php](https://pico.cnm.anl.gov/live/experiments/acknowledge_training.php).

### Troubleshooting:

- Contact the CNM User Office ([cnm\\_useroffice@anl.gov](mailto:cnm_useroffice@anl.gov), 630-252-6952) for assistance.

