

How to Make Tool Reservations

Section 1: How to Request Permissions for the Tool Scheduler

1. Confirm the tool is listed on an active UWA.
2. Work with your Scientific Contact to schedule the in-person SOP training with the tool custodian if your SOP status is not authorized.
3. Ask the tool custodian how they assign permissions for the specific tool.

Tips:

- You can view your UWA SOPs and authorization status in your CNM User Portal under the Prox Card tab here: <https://userportal.cnm.anl.gov/>.
- To add a tool to your UWA, reach out to your UWA SciCon.

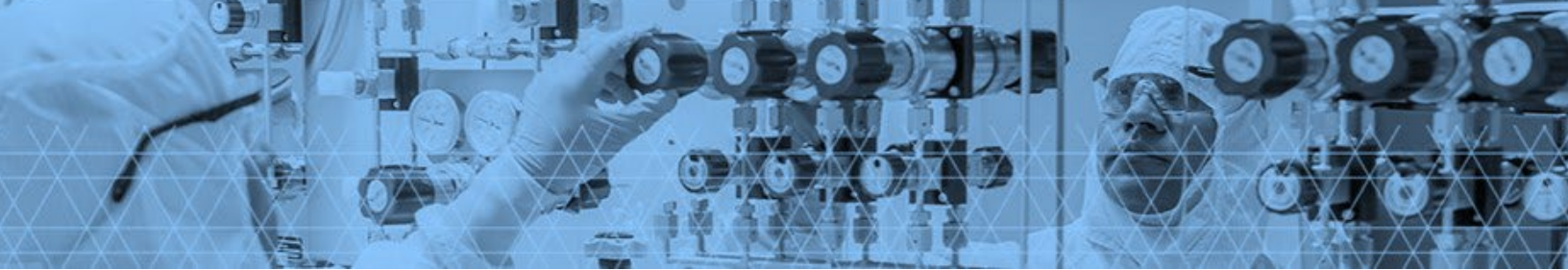
Section 2: Making a Reservation

1. Log in with your Argonne domain account to the tool scheduler here: <https://ppms.us/anl>.
2. Under “Book a system,” select your tool from the drop-down menu.

Book a system:

Systems available:





3. Click to select “previous week,” “next week,” or select your week by clicking on “other week.”

Week 36, from the 09/01/2025 to the 09/07/2025
[previous week] [current week] [next week] [other week]

Project: No project selected

A project is required to book this system - to create a new project

Week 37, from the 09/08/2025 to the 09/14/2025
[previous week] [current week] [next week] [other week]

Project: No project selected

A project is required to book this system - to create a new project

Financial account #: no project selected

Calendar for September 2025 showing dates 1 through 30. The date 4 is highlighted in yellow.

4. Select your Project from the drop-down menu.

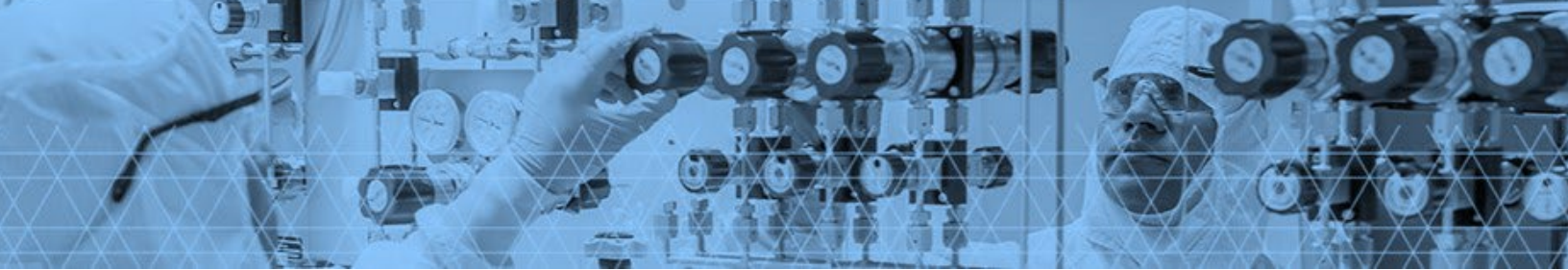
Project: No project selected

A project is required to book this system - to create a new project

5. Click on the time you want to book.

	Monday 09/08/2025	Tuesday 09/09/2025
12:00am	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1:00am	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2:00am	<input type="checkbox"/>	<input type="checkbox"/>
3:00am	<input type="checkbox"/>	<input type="checkbox"/>





6. Click on “Book the selected sessions” at the bottom.

[Book the selected sessions](#)

7. Your reservation will appear highlighted in yellow. Email notification will be sent following your reservation.

Tips:

- Be sure to ask the tool custodian about any scheduling restrictions concerning frequency and duration.

Section 3: View Reservations

1. Tool reservations can be viewed in 2 locations

a. Tools tab in the CNM User Portal here: <https://userportal.cnm.anl.gov/>.

Review Currently Scheduled Tools

Select a Tool:
All Tools

Select a Date:
< Prev September 2025 Next >

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

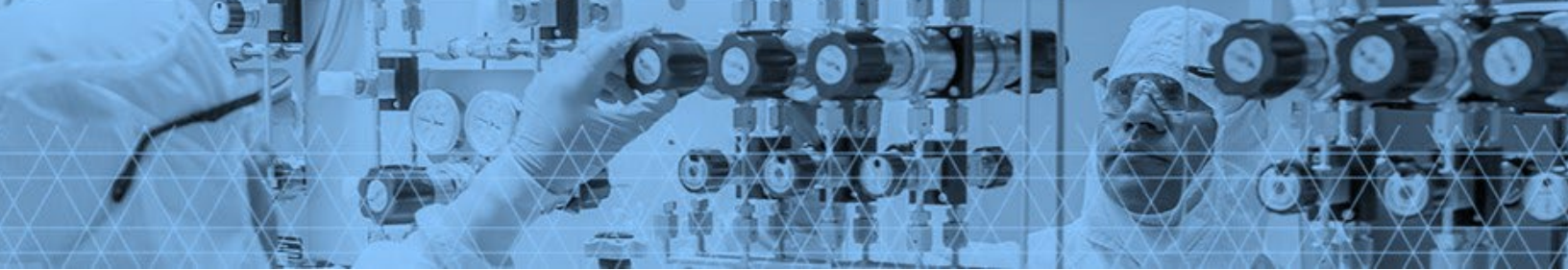
Tool Reservation Details:

Test iMac
Day Reserved: 09/08
Time Reserved: 12:00
Project: HO

b. In the tool scheduler under My Sessions here: <https://ppms.us/anl/login/?pf=2>.

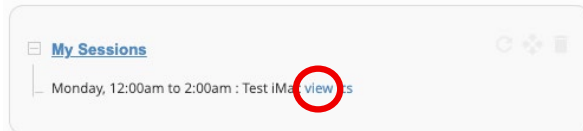
My Sessions

Monday, 12:00am to 2:00am : Test iMac view ics



Section 4: Cancel Reservations

1. To cancel, visit the tool scheduler at <https://ppms.us/anl/login/?pf=2>.
2. Under “My Sessions,” click on the “view” hyperlink in the line of the reservation you want to cancel.



3. After the page loads, click on “Cancel Session” at the bottom of the page.

Cancel Session

Troubleshooting:

- Having trouble accessing the tool scheduler? Test your Argonne domain account at https://servicenow.anl.gov/pr?id=test_password_pr. Contact the Argonne Service Desk (630-252-9999, option 4) for assistance.
- Contact the CNM user office with any questions (cnm_useroffice@anl.gov, 630-252-6952).

