How to Register as a CNM User

Before you begin: Determine if you are a new user, returning user with current registration, or returning user with expired registration and see specific section. If you don't know your user type, then proceed to section 1.

Section 1: Determining User Type

1. **New User** – You have never created a user registration for the CNM or APS
2. Determine user registration expiration by logging in to CNM user portal (https://userportal.cnm.anl.gov/people/login). The profile tab will have a user end date under User Registration/Access Dates
   a. **Returning user with current registration** – User registration expiration has not passed.
   b. **Returning user with expired registration** – User registration expiration has passed.
3. If you have current APS user registration and would like to add the CNM facility, please contact the CNM User Office.
4. If you have expired APS user registration and would like to add the CNM facility, follow **returning user with expired registration** steps.

Section 2: New User

1. Go to https://beam.aps.anl.gov/pls/apsweb/ufr_main_pkg.usr_start_page
2. Click on "New User"
3. Fill out form

Tip: Check out this User Registration page (https://cnm.anl.gov/pages/register-to-become-a-cnm-user) before registering to make sure you have all the information required before you begin the user registration form.
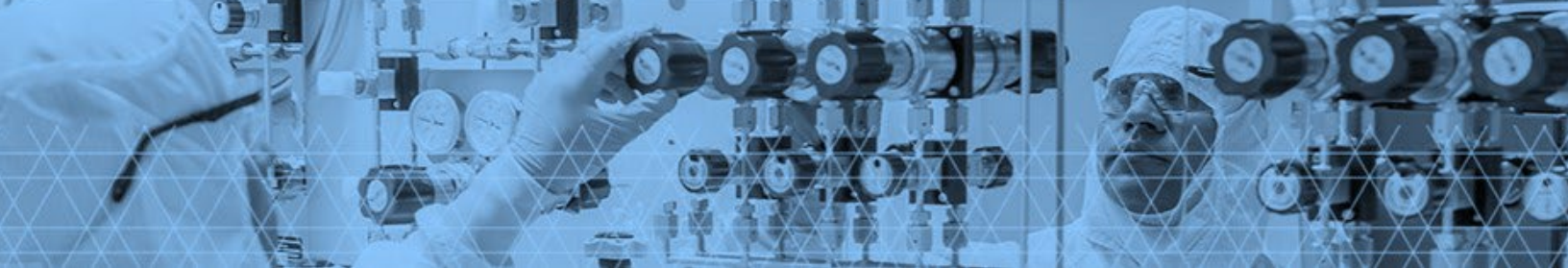
Section 3: Returning User with Current Registration

1. Note: You can only complete returning registration within 3 months of user registration expiration unless you are updating your employer, contact information, or emergency contact.
2. Go to https://beam.aps.anl.gov/pls/apsweb/ufr_main_pkg.usr_start_page
3. Click on "Returning CNM Registration"
4. Fill out the form and add your current badge number to the badge number field

Section 4: Returning User with Expired Registration

1. Go to https://beam.aps.anl.gov/pls/apsweb/ufr_main_pkg.usr_start_page
2. Click on "New User"
3. Fill out the form and add your current badge number to the badge number field. This will connect your old registration with your new registration.

Troubleshooting

•   Need help? Contact the CNM User Office (cnm_useroffice@anl.gov) or visit our CNM FAQs page here: https://cnm.anl.gov/pages/faqs