

What is the CNM User Portal


The CNM User Portal (<https://userportal.cnm.anl.gov/>) is designed to provide all your user information in one location. Check your current status, confirm your access, and find upcoming expiration dates.

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Section 1: How to Access the CNM Portal

1. Visit <https://userportal.cnm.anl.gov/>.
2. Click the green “Sign in with Orcid” button.

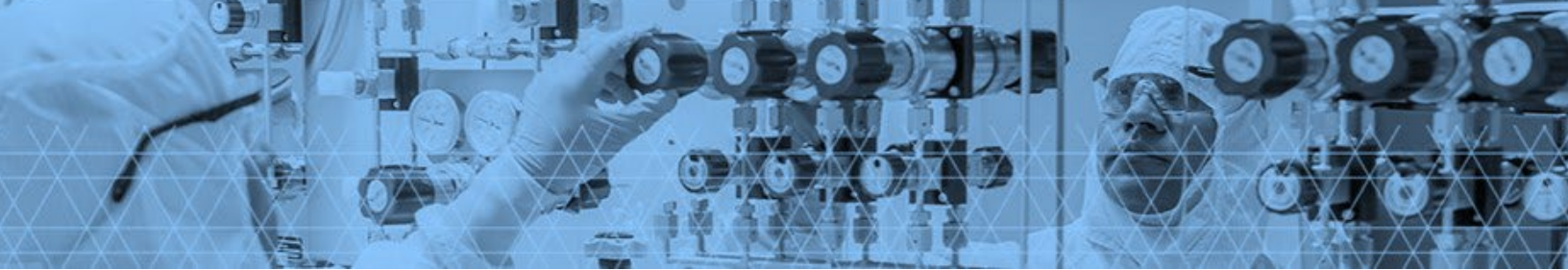


The Center for Nanoscale Materials is working with the ORCID organization to allow researchers to use their ORCID ID (a unique, persistent identifier) to log in to our proposal system. If you do not yet have an ORCID ID, you can register for one for free when you create or update your CNM user registration.


Not a registered CNM user?

Then register through the [User facilities registration system](#) to obtain or activate your badge number.





3. Enter your ORCID iD or the email address associated with your ORCID account and your password.



Sign in to ORCID

Don't have your ORCID iD yet? [Register now](#)

Email or ORCID iD


For example: joe@institution.edu or 0000-1234-5678-9101

Password

[Sign in to ORCID](#)

[Forgot your password or ORCID ID?](#)

OR

 Sign in through your institution

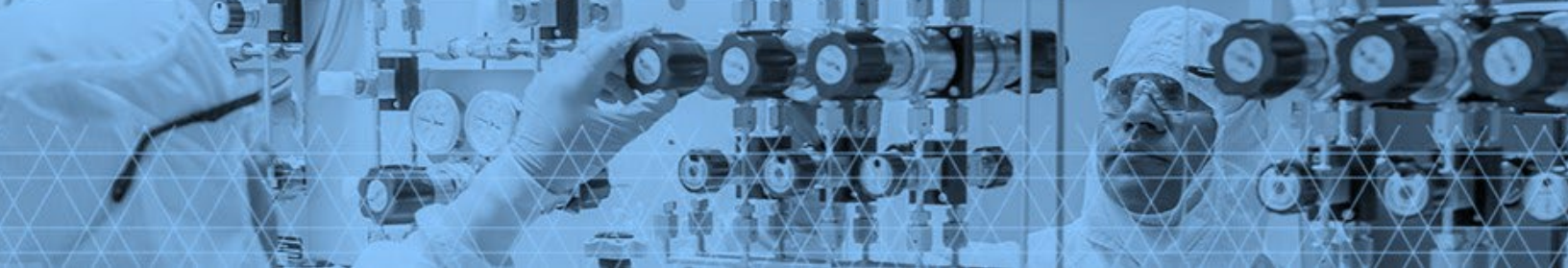
Tips:

- Need help with your ORCID log in? Click on the “Forgot your password or ORCID ID?” link below the blue “Sign in to ORCID” button.

[Sign in to ORCID](#)

[Forgot your password or ORCID ID?](#)





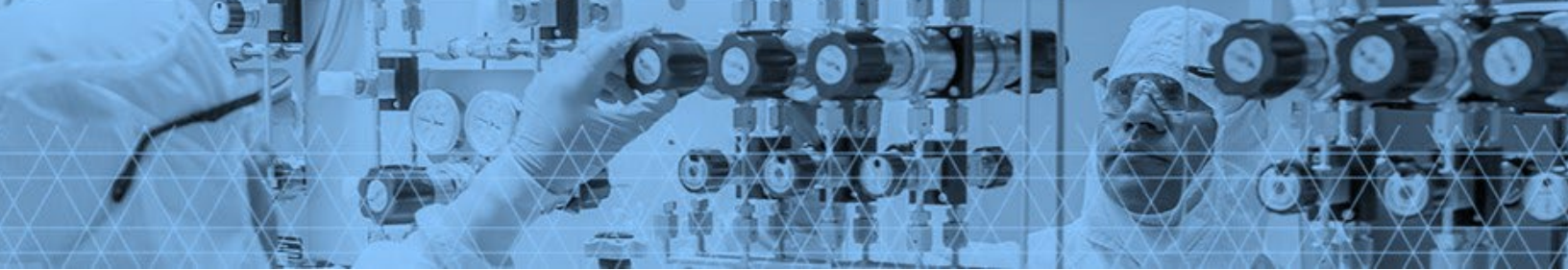
Section 2: Navigating the Tabs

1. Profile Tab: Offers a quick overview of your most recent registration information, access dates, and Argonne domain account status.
2. Proposals Tab: Find your PI, SciCon, proposal status, uwa expiration date, and links to any associated forms.
 - a. Actions column
 - i. Eye Icon: view your user proposal
 - ii. PDF Icon
 1. Prior to Activation: pdf of your user proposal
 2. After Activation: current version of your user work authorization (UWA)
 - iii. Trashcan Icon: used to delete proposal in Draft status
3. Prox Card Access
 - a. View all SOPs available on your UWA
 - b. View authorization status for regular and off-hours access
4. Training: view status of all training courses including status, date last taken, and retraining date.
 - a. Core Courses: required for all users for on-site access
 - b. SOP Orientation and Required Courses: take as needed; your SciCon or the SOP custodian can help you plan and schedule accordingly
 - c. Additional Courses: not required unless linked as an SOP requirement; your SciCon can help with any questions
5. Tools: View any tool reservations in the calendar, click for more details, or click the Reserve Tool button to go to the tool scheduler to make new reservations.
6. CNM Publications: Find a list of your publications associated with your user proposals that include the CNM acknowledgment statement.

Tips:

- Active proposals (available for user work once you are authorized) are listed in the active table in your Profile tab while the Proposals tab displays every proposal your badge is/has ever been linked to in any status.
- Reference your Proposals tab for expiration dates related to allocated and activated proposals.
- Find your badge number in the Profile tab.





- If your SOP shows as Not Authorized in the Prox Card Access tab, check your SOP status in the Training tab to see if your SOP expired. Otherwise, reach out to the CNM user office, your SciCon, or the SOP custodian for assistance.
- Need SOP training? Find the primary SOP custodian in the Prox Card Access tab.
- Submitting a paper? Find the acknowledgment statement in the CNM Publications tab.
- Email the cnm_useroffice@anl.gov to report any publications not found in your CNM Publications tab.

Section 3: What Needs to Be Completed Before Arriving Onsite

1. Make sure User Registration Current – See Profile Tab
2. Sign an active UWA – See Proposals Tab
3. Complete Core User Training – See Training Tab

Section 4: Troubleshooting

1. Profile: To update your profile information or if your access dates are expired or within 3 months of expiring, register as a user here: https://beam.aps.anl.gov/pls/apsweb/ufr_main_pkg.usr_start_page. More information about registering as a CNM user is available on our How-To Videos page.
2. Proposals: If you do not see your proposal listed, please contact the cnm_useroffice@anl.gov with the proposal number and your badge number for assistance.
3. Tools: For more information on permissions, please reference the How to Make Tool Reservations listing on the How-To Videos page.

