

How to Become a CNSI ISNC User

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CNSI Account Signup:

1. Signup for a CLMS Account at <http://clms.cnsi.ucla.edu/cnsi/clms/request-account>.
2. Billing information needed – Recharge#, FAU#, PO# or Credit Card.
3. Remember user name and password. Both are needed to access CLMS to take the Safety Test.

ISNC Forms:

There are 3 forms that need to be completely filled out and brought to Orientation Meeting.

1. New User Application – Requires user & PI's signature. Also billing information – recharge#, FAU#, PO# or Credit Card.
2. Project Form – User describes intended project including necessary tool training.
3. CNSI Core Facilities User Agreement – Requires user & PI's signature.
4. Bring all these forms to the Orientation Meeting. There is no signup for the meeting. Schedule can be found at ISNC Website – <http://isnc.cnsi.ucla.edu/pages/calendar.html> or <http://149.142.35.35/Default.aspx>

Orientation Process:

1. The Orientation Meeting is typically scheduled for 1st or 2nd Friday of the month from 10am to 12pm.
 - a. Please see ISNC Calendar for exact date.
 - b. Please bring completed and signed New User Application, Project Form and CNSI Core Facilities User Agreement.
2. On-line ISNC Safety Test must be taken by all New Users.
 - a. Test Completion Deadline is typically 2 days before Safety Walkthrough.
 - b. More details about this test at Orientation.
3. The Safety Walkthrough is typically 1 week after Orientation Meeting.
 - a. It is normally scheduled in the morning, 10am to 12pm.
 - b. Only those passing the Safety Test are allowed to attend the Walkthrough.
4. Core Training is typically scheduled in the afternoon from 2pm to 4pm the same day as the Safety Walkthrough.
 - a. Core Training is mandatory for all ISNC Users and includes training on HF/BOE, Wet Benches, Nanospec and Microscopes.

UCLA EHS Safety Training:

1. All Lab Researchers at UCLA (academic and industry) must be current with UCLA EHS Laboratory Safety Fundamental Concepts (LSFC) Training. Please see the EHS schedule and instructions on how to register at https://www.ehs.ucla.edu/training/division-specific-training-cf/training/schedule/#Laboratory_Safety.
 - a. If you have not taken this training, you can take it before the Orientation Meeting.
 - b. If your certification has expired, take the On-Line Refresher before the Orientation Meeting.
 - c. Either way, you can attend Orientation, but we cannot give full access to the lab until this requirement is met.