

User Account Creation Help Document

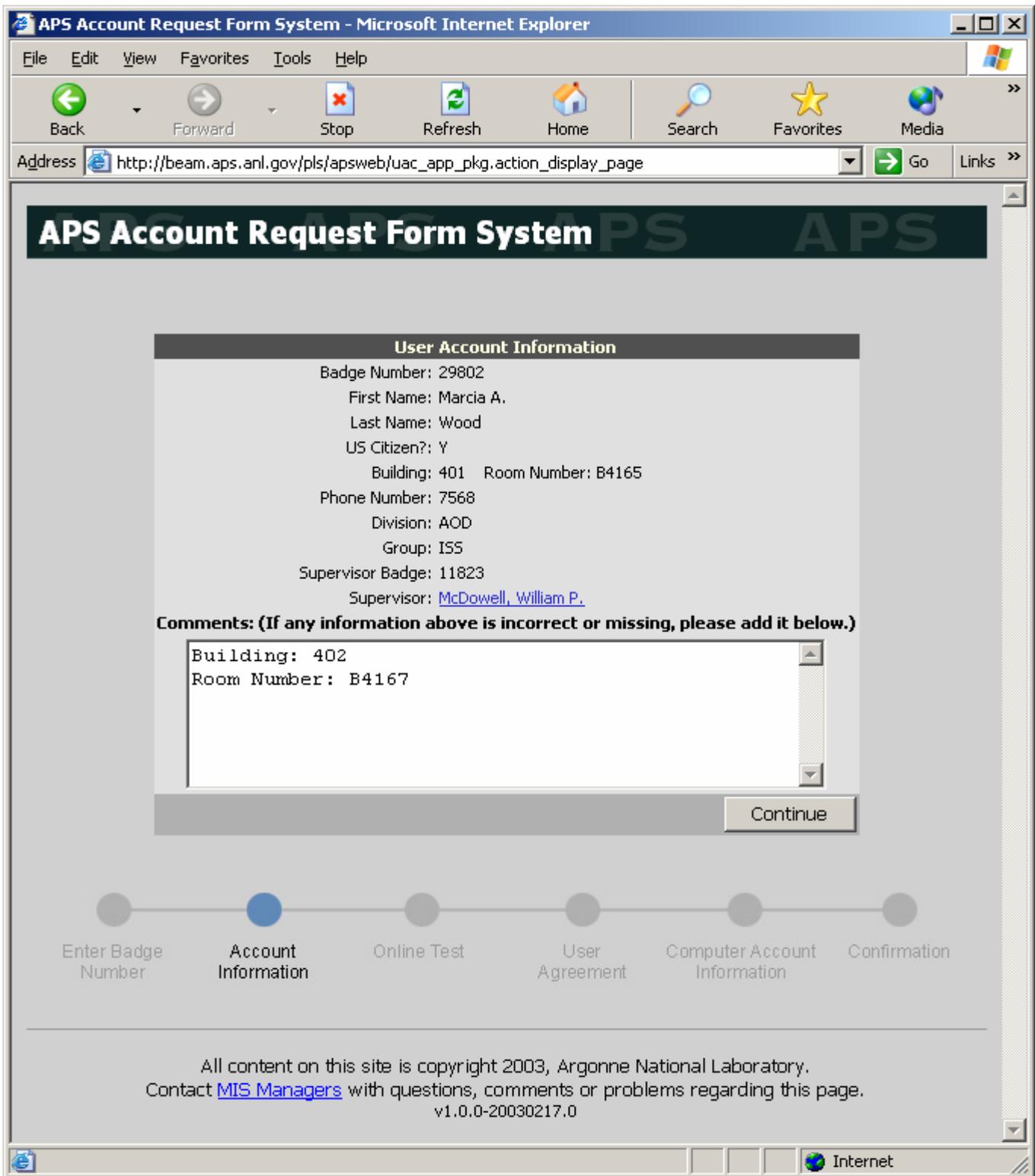
Screen 1



This screen allows users that are within the APS facility to enter in their badge number so their information can be retrieved from our system. Once you have entered in your badge number, your information will appear (See Screen 2). If you have not entered in a badge number, are outside of the APS facility requesting an account, or have entered in an incorrect badge number you will go to the open entry page (See Screen 3).

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Screen 2



This screen allows you to review the information associated with the badge number that you have entered. If the person displayed is not you, please go back and enter your correct 5 digit badge number. If you notice any information that is incorrect with your information, please put that information in the comments field so we can have it corrected.

If you have any questions please email them to mis_mgrs@aps.anl.gov

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Screen 3

APS Computer Account Request Form System

User Account Information

Badge Number (If applicable):

* First Name:

Initial:

* Last Name:

* US Citizen?: Yes No

Building: Room Number:

Phone Number:

Division:

Group:

Home Institution:

* APS Host:

If found drop in any mailbox. Postmaster, postage guaranteed. Return to Chicago Ops. Office, Argonne, IL 60439. This credential is the property of the U.S. Government. The counterfeit, alteration, or misuse is a violation of Section 499 and 791, Title 18, United States Code.

1795 00

BD XXXXXXA

Your APS badge number appears on the back of your badge, below and to the right of the magnetic strip. Use the third through seventh digits of this number (highlighted in yellow on the image above)

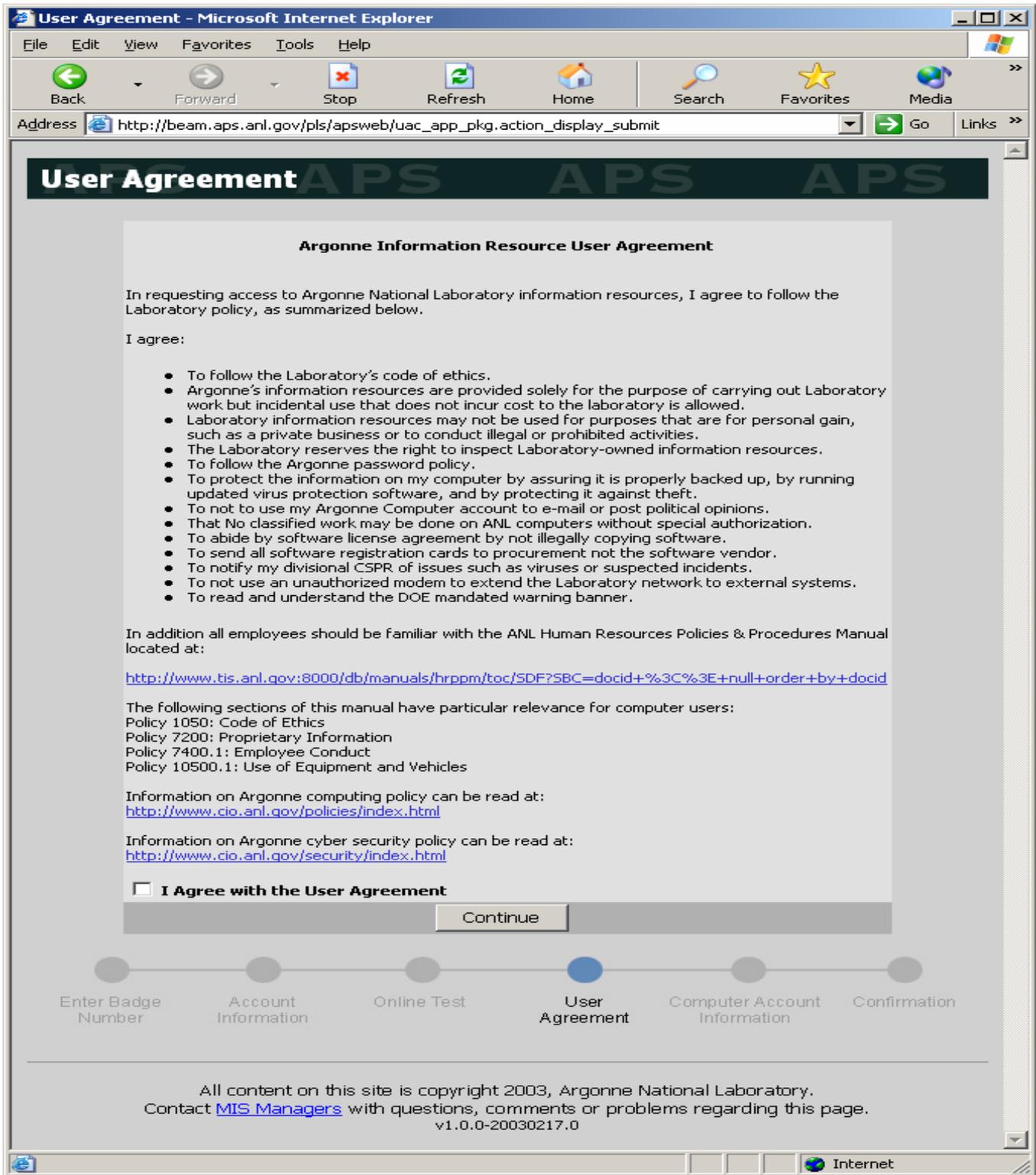
Enter Badge Number **Account Information** Online Test User Agreement Computer Account Information Confirmation

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v1.0.0-20030217.0

If you are outside the APS or facility or do not know your 5 digit badge number you will come to this screen to enter in your user information. The fields that have an “ * ” next to them are required to continue with your registration. Once you click the continue button, you will be required to take an online computer security test to continue on with your user account request.

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Screen 4



If you were required to take the computer security test and have successfully completed it, you will come to this screen to agree to the "Argonne Information Resource User Agreement". If you were not required to take the computer security test, you will come to this page as well.

If you have any questions please email them to mis_mgrs@aps.anl.gov

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Screen 5

APS Computer Account Request Form System

User Account Information Continued for - *Marcia Wood*

Username (Choice 1): 8 characters or less

Username (Choice 2): 8 characters or less

Username (Choice 3): 8 characters or less

* Affiliation:
Cat Member
Consultant
Non APS Staff
Temp Student

CAT:
Bio-CARS
Bio-CAT
ChemMat-CARS

Select from this list **ONLY** if you have selected an Affiliation type of Cat Member

Contact Phone Number: (Optional)

Contact Email: (Optional)

Remote Access

Submit

Enter Badge Number Account Information Online Test User Agreement **Computer Account Information** Confirmation

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On this screen, you are requested to complete your account information that you are requesting. If you will be with a CAT please be sure to select "CAT Member" as an affiliation, as well as any other affiliations you have, and then select the CAT that you are affiliated to. Also include your contact telephone number and email, if available, so we can contact you if there are any questions.

If you have any questions please email them to mis_mgrs@aps.anl.gov

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Screen 6

The screenshot shows a Microsoft Internet Explorer browser window with the title "APS Computer Account Confirmation - Microsoft Internet Explorer". The address bar contains the URL "http://beam.aps.anl.gov/pls/apsweb/uac_app_pkg.account_display_db". The main content area features a dark header with "APS Computer Account Confirmation" and "APS" in large letters. Below the header, a message states: "You have successfully signed up for a computer account at the APS. Please print a copy of this confirmation page for your records." A central box titled "User Account Creation Data" lists the following information:

- Badge Number: 29802
- First Name: Marcia A.
- Last Name: Wood
- US Citizen?: Y
- Building: 401 Room Number: B4165
- Phone Number: 7568
- Division: AOD
- Group: ISS
- Supervisor Badge: 11823
- Supervisor: [McDowell, William P.](#)
- Agreed with the User Agreement: Y
- Username (Choice 1): test
- Username (Choice 2): test123
- Username (Choice 3): testabc
- Affiliation: APS Staff
- CAT:
- Contact Phone Number: 2-7568
- Contact Email: wood@aps.anl.gov
- Accounts: Remote Access

A "Continue" button is located at the bottom right of the data box. Below the data box is a progress bar with six steps: "Enter Badge Number", "Account Information", "Online Test", "User Agreement", "Computer Account Information", and "Confirmation". The "Confirmation" step is currently selected, indicated by a blue circle. At the bottom of the page, there is a copyright notice: "All content on this site is copyright 2003, Argonne National Laboratory. Contact [MIS Managers](#) with questions, comments or problems regarding this page. v1.0.0-20030217.0". The browser's status bar at the bottom shows "Done" and "Internet".

This screen is your confirmation that you have requested a computer account at the APS. Please print a copy of this screen for your records.

If you have any questions please email them to mis_mgrs@aps.anl.gov