

A Quick, One-Page Guide on 'How to CNS'



How do I find the CNS website?: <https://cns1.rc.fas.harvard.edu/>

Where do I find the user enrollment steps/forms?: <https://cns1.rc.fas.harvard.edu/become-cns-user>

Who do I contact at CNS for User Program Questions: info@cns.fas.harvard.edu

Where do I find the User Info section of the CNS website: <https://cns1.rc.fas.harvard.edu/user-info/>
(this is where all of the most important info regarding being a CNS User can be found)

What kind of information is found in the User Info section of the CNS website?: At our User Info section of our website: <https://cns1.rc.fas.harvard.edu/user-info/>, there are multiple tabs that include:

1. **Basic policies and procedures** (CNS Users are responsible for following these)
2. The current user fee rates sheets
3. **Billing Policies** (these are important and include info about how we calculate time for billing, our no-show and cancelation policies, how to get credit for time not used due to instrument failure etc. Users are responsible for knowing and following these policies)
4. Forms (All forms relating to the User Program can be found here)
5. How to cite CNS in publications
6. **Nanofabrication Facility Use – This is where the steps to become a LISE Cleanroom User can be found!!** This section also contain information regarding the training pathways and prerequisite requirements for nanofab instrumentation
7. **Imaging and Analysis Facility Use** – This tab contains info on training and prerequisite requirements for the tools within this CNS facility area.

What happens after I turn in a full packet of enrollment forms?: Within 1 -3 days you will be entered into the CNS system. Then you will receive a **new user confirmation email** with your **CNS UN and PW**. Your UN and PW is what you will use to sign-up for instrument trainings at our **training sign-up page** as well as to log-in to our **User Portal**, and the **CLEAN system**.

The **Training Sign-up page** can be found at the URL: <https://cns1.rc.fas.harvard.edu/training-sign-up/>
(as well as in any tab in the **User Info** section of our website).

Enrolled CNS Users can sign-up for any training listed as for, "**CNS Users Only**." Those who have gone through the additional steps for LISE Cleanroom qualification (see above for where these can be found) can sign-up for trainings listed as for, "**LISE Cleanroom Users Only**."

The **CNS User Portal** can be found at the URL: https://cns1.rc.fas.harvard.edu/apps/NNIN_users/
(as well as in any tab in the **User Info** section of our website) The User Portal is where the **Scheduling Tool** resides to allow you to book time for instruments once you have been trained on them.

What is the CLEAN system?: **CLEAN** is the CNS Laboratory Equipment Access Network. It is our electronic logbook system that users use to sign-in and out of instrumentation using their CNS UN and PW.

What are the 3 best places to find information regarding the CNS User Program?:

1. The **User Info** section of our website: <https://cns1.rc.fas.harvard.edu/user-info/>
2. The **new user confirmation** email
3. At the email address: info@cns.fas.harvard.edu