

Define and manage your user account in the C2N's resource reservation application:

- **Micro and Nano Technologies Innovation Platform (PIMENT)**
- **Platform for Structural ANALysis of Materials (PANAM)**
- **Materials Elaboration Platform (POEM)**

Step 1: Request for access to C2N's online resource reservation system

Bookmark the following address in your browser's favorites <https://lims.c2n.universite-paris-saclay.fr>

Click on Apply for access

Fill in the following fields:

- **First name**
- **Last name**
- **Gender and date of birth:** mandatory field in the application. The administrative part allows editing a summary in word of the functions, activities and patents obtained on the equipment. This information can be used as a basis for the creation of a CV with gender and date of birth. It is up to you to indicate the right date or not.
- **Type of user** in the drop-down menu Engineer for all ITA/BIATSS of the C2N, researcher for researchers and teacher-researchers of the C2N...etc... depending on your status and laboratory of origin.
- **Company/university:** C2N for everybody
- **Department:** research department or acronym of the attachment platform for C2N members, for all external users coming from outside Renatech "*Accueil Renatech*", for outsiders coming from Renatech "*Accueil intra Renatech*".
- **Laboratory/group:** acronym for the research group or platform of membership for C2N members. For all others: the name of your home entity (entity = laboratory, company, ...)
- **Project name:** acronym of the project identical to the one previously declared on the Renatech portal, for the members of PIMENT/POEM/PANAM do not inform unless you are the manager of a project declared under the RENATECH portal. If you have several projects, please contact us (Jean René Coudeville, Benoit Bélier).
- **Practical coach:** project referent member of one of the platforms or of a group, designated on the Renatech portal (could be the techno referent as discussed within Piment but his role must be clearly identified which is not yet the case). To be left free for the moment.
- **Supervisor:** for C2N permanent staff members in charge of a team or department. For non permanent C2N staff: Name of your supervisor (ex: supervisor for PhD students or post-docs). For the others (Renatech and intra Renatech) : Benoit BELIER
- **Start date:** dates of the day after your request (cannot be retroactive)
- **End date:** For permanent C2N: 2055-12-31, For non-permanent C2N: planned end of your contract. For permanent and non-permanent external users, planned end date.

- **Access hours:** for members of the 3 platforms PIMENT, PANAM and POEM choose "any time", for other users choose "office hours" (these choices may change if necessary).
- **Supplementary info:** what you think is relevant
- Tick the box "I confirm that I have previously declared my project on the Renatech portal and that I have entered it under the same reference in myfab" then click on "next".

Second page apply for access to this lab

- **Username:** enter the login that you **MUST use firstname.lastname (ADONIS identifier). WARNING no spaces or hyphens in the first name or last name.**
- **Password:** choose your password and confirm it.
- **Email:** fill in your email address `firstname.lastname@c2n.upsaclay.fr` for C2N members, professional email address for others.
- **Phone :** indicate your professional phone number (fixed/cell phone pro)
- **Image:** insert a passport photo to complete your profile

A message informs you that your request has been submitted; the administrator must validate it, so please give him time before logging in again to see if your access is validated. An email will be sent to you to let you know that you can proceed to step 2.

Step 2: Managing your profile

Once your application has been accepted, you can log in with a username and password. You will have access to different menus depending on your rights. To manage your profile throughout your stay at the C2N, select from the main menu (black strip at the top of the page): User my profile. You can then edit your profile information, browse through all the tabs and correct if necessary.

Personal info: classic features + **save changes**

Change password: classic features + **change password**

Email settings: 4 items to configure

1. Show a link for sending my future bookings as an ICal-file. Choosing "Yes" will generate a link that will allow you to enter in your personal digital agenda your bookings made on this application.
2. Receive e-mail when a (licenced) tool is available again after being down. Choosing "Yes" will allow you to automatically receive an email when an equipment, which was down and on which you are trained, is operational again.
3. Receive e-mail when a (licenced) tool is available again after someone cancelled a booking. Choosing "Yes" will allow you to receive an email when an equipment on which you are trained is released by a booking cancellation made by another person.

4. Send a confirmation mail whenever an action causes a mail being sent to user(s). Selecting "Yes" will send a confirmation mail whenever an action causes a mail being sent to user(s).

+ **save changes**

User settings: 8 items to configure

1. My default project when booking. Your default project when booking to choose from the list of projects you are involved in. (this can only be done in a second step when all projects are referenced in the database).

2. My default project for time in cleanroom. The project you work on the most in cleanroom can only be done in a second step when the projects are entered by the system administrator.

3. Use simultaneous booking windows. Choosing "Yes" gives you the possibility to have several bookings at the same time. **To be seen later, we do not know precisely if it is a question of reservations on identical slots of several equipments or if it is a question of having the possibility to open several calendars at the same time.**

4. Default timeout for login. Automatic disconnection timeout in case of inactivity on the application.

5. Use icalender-feed. If checked, will show the link that will allow you to enter in your personal digital agenda your reservations made on this application.

6. Use reminder in icalendar. Time configuration of an alarm reminding you of a nearby reservation on your digital agenda.

7. Default sorting dropdown list, tools. Default configuration of the order of the equipment display list: either by name or by identification number.

8. Remember page filters. Whether or not you will remember the search filters that you will apply on the different pages of the application, for the current assignment, or for all assignments.

+ **save changes**

Courses

Display the list of your authorizations to use the equipment

Favorites

List of checkboxes to decide which custom shortcuts will be displayed on the left side of your screen under the title "Favorites" when you are logged in. To be configured as you get used to the application.

+ save changes