

Proposal System (IPTS)

Registration Process

Effective date: June 2008

The screenshot shows a web browser window titled "Introduction - Integrated Proposal Tracking System - IPTS - Windows Internet Explorer". The address bar shows the URL "http://www.ornl.gov/sci/iuns/ipts/". The browser interface includes a search bar with "Google" and "mywebsearch" options, and various toolbars. The main content area features a green header with the text "Integrated Proposal Tracking System (IPTS)" and "Oak Ridge National Laboratory". Below the header, the text reads: "The Integrated Proposal Tracking System (IPTS) is the portal for users, instrument staff, and user office personnel of the Center for Nanophase Materials Sciences, the High Flux Isotope Reactor, and the Spallation Neutron Source, to submit and track proposals." This is followed by a "Safety:" section with a paragraph about safety requirements, a "User Agreements:" section with a paragraph and a bulleted list of agreements, an "Intent to Publish:" section with a paragraph about publishing requirements, and a "Please send the bibliographic information" section with an email address. At the bottom, there is a green button labeled "I AGREE WITH THESE CONDITIONS" and a footer with links to "ORNL Home", "SNS Home", "CNMS Home", "HFIR Home", "Contact Us", and "Disclaimer".

Integrated Proposal Tracking System (IPTS)
Oak Ridge National Laboratory

The **Integrated Proposal Tracking System (IPTS)** is the portal for users, instrument staff, and user office personnel of the Center for Nanophase Materials Sciences, the High Flux Isotope Reactor, and the Spallation Neutron Source, to submit and track proposals.

Safety:

Safe operations and practices are integral to the ORNL mission, as practiced in the Integrated Safety Management System. A user must agree to adhere to all relevant safety requirements and to complete all user training deemed necessary by a given facility.

User Agreements:

Certain agreements must be established between UT-Battelle (UTB), the manager of ORNL for USDOE, and the institutions of users of these facilities:

- Master Agreement between UTB and the user's institution
- Appendix A to the Master Agreement, between these facilities and the user's institution
- Appendix B to the Master Agreement, between these facilities and the user.

(The IUNS User Office and UTB Office of Technology Transfer will initiate preparation of these agreements for approved proposals, if the agreements do not already exist.)

Intent to Publish:

As a condition for performing nonproprietary research at these facilities, the U. S. Department of Energy requires users to publish results from their research. Authorship of publications based on research from these facilities should reflect the normal considerations of recognizing collaborations. It is also important to take into account the considerable efforts of the instrument scientists in their role of designing, constructing, and/or operating the instrument and related facilities. Results are typically published in peer-reviewed journals, proceedings, or presentations at technical conferences. Proprietary users are not required to publish.

Each facility [either HFIR or SNS or both] used should be acknowledged with this required statement:
[A portion of] This Research at Oak Ridge National Laboratory's High Flux Isotope Reactor [and/or Spallation Neutron Source, as appropriate] was sponsored by the Scientific User Facilities Division, Office of Basic Energy Sciences, U. S. Department of Energy.

Please send the bibliographic information on these publications to neutronusers@ornl.gov.

IF YOU AGREE WITH THE CONDITIONS ABOVE; PLEASE CLICK BELOW TO CONTINUE

I AGREE WITH THESE CONDITIONS

[ORNL Home](#) [SNS Home](#) [CNMS Home](#) [HFIR Home](#) [Contact Us](#) [Disclaimer](#)
Oak Ridge National Laboratory is a national multi-program research and development facility

First, go to this url
<http://www.ornl.gov/sci/iums/ipts>
and start on the page below:

Introduction - Integrated Proposal Tracking System - IPTS - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.ornl.gov/sci/iums/ipts/>

Integrated Proposal Tracking System (IPTS)

Oak Ridge National Laboratory

The **Integrated Proposal Tracking System (IPTS)** is the portal for users, instrument staff, and user office personnel of the Center for Nanophase Materials Sciences, the High Flux Isotope Reactor, and the Spallation Neutron Source, to submit and track proposals.

Safety:

Safe operations and practices are integral to the ORNL mission, as practiced in the Integrated Safety Management System. A user must agree to adhere to all relevant safety requirements and to complete all user training deemed necessary by a given facility.

User Agreements:

Certain agreements must be established between the users of these facilities:

- Master Agreement between the user and the facility
- Appendix A to the Master Agreement
- Appendix B to the Master Agreement

(The IUMS User Office at ORNL is responsible for the review and approval of these agreements for approved proposals.

Intent to Publish:

As a condition for performing nonproprietary research at these facilities, the USDOE requires users to publish results from their research. Facilities technical staff should be listed as co-authors and given an opportunity to review the publication or presentation prior to submission. Results are typically published in peer-reviewed journals, proceedings, or presentation abstracts at technical conferences. Proprietary users are not required to publish. Each facility used should be acknowledged with this statement. Use of the Oak Ridge National Laboratory was supported by the U.S. Department of Energy.

IF YOU AGREE WITH THE CONDITIONS ABOVE; PLEASE CLICK BELOW TO CONTINUE

I AGREE WITH THESE CONDITIONS

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Last Modified: Wednesday, March 14, 2007 2:17 PM — 705

Local intranet

LOGIN - Integrated Proposal Tracking System - IPTS - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.ornl.gov/sci/ioms/ipts/login.shtml

Integrated Proposal Tracking System (IPTS)

Oak Ridge National Laboratory

Usage Agreement Login Get Account Forgot Password

IPTS Login

Please use your IPTS User ID to log in.

LOGIN TO IPTS

XCAMS Registration

If you do not have an IPTS User ID, you can register through X

Register In XCAMS

Forgot your password?

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Next, click here

Then, enter the e-mail address you wish to use for IPTS access and click "Continue"

Windows Internet Explorer provided by ORNL

scams.ornl.gov/xcams/groups/prpsl_user/index.shtml

mywebsearch

OAK RIDGE NATIONAL LABORATORY

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Register for IPTS

Please enter your Email Address:

- Need an Account?
- Forgot your username?
- Forgot your password?

[IPTS Home](#) | [ORNL Home](#) | [SNS Home](#) | [CNMS Home](#) | [HFIR Home](#) | [Security Notice](#)

OAK RIDGE NATIONAL LABORATORY

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*For ORNL
Internal Users
only*

XCAMS New User Account Registration - Step 1 of 6

ORNL UCAMS Users

Please do not register for an account if you already have an ORNL UCAMS account. Instead, please login using your UCAMS account. If you do not have an account, you may need to [activate your XCAMS account](#).

**Step 1: Read
User Agreement,
click "I Agree"
and "Continue"**

User Agreement

Your XCAMS user account is intended for use to access classified information. This account may not be used to access unclassified information.

Oak Ridge National Laboratory and its employees shall not be held responsible for activities on ORNL systems, to access any computer files or information on ORNL systems, and to disclose this information to authorized individuals or agencies, without prior notice to the appropriate ORNL personnel. Information sent from, any user, sender, or addressee. Anyone using ORNL systems acknowledges their responsibility to read and understand of, these terms and conditions.

I will not share my password with anyone or allow anyone to use my password to access computing resources. If I write my password down, I will protect the paper by properly securing it. If I suspect that my password has been compromised, I will promptly change my password.

I will protect all information under my control or to which I am granted access. Information in my custody is a valuable asset which must be properly protected regardless of its form (e.g. CRT, magnetic media, hardcopy, or printer output).

I will only use the computing resources to which I'm granted access for official business with ORNL. I will not use these computing resources in a manner which would constitute waste or fraud (such as playing games, downloading sexually explicit materials, sending personal e-mail, etc.). I will not abuse these computing resources, nor will I use the resources to support any personal business.

I will use only properly authorized and/or licensed software on ORNL computing resources to which I have access. I will not create or modify any software for the purpose of disrupting operations, circumventing security controls, or destroying or modifying data or programs without authorization. Also, I will not create or modify any software to provide unauthorized access to computing resources or to gain access to privileges, programs, data, passwords, or resources for which I am not authorized.

Failure to abide by this user agreement will result in account termination and may result in disciplinary action involving civil and criminal penalties.

I agree I do not agree

Go Back

Continue

OAK RIDGE NATIONAL LABORATORY

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XCAMS New User Account Registration - Step 2 of 6

Please enter your email address and choose a username.

Email Address:

Username:

Email Address

- You must enter a valid email address to which you have access.
- This email address will be used to contact you regarding your account.

Username

- Must be from 4-20 characters long.
- May contain letters, numbers, and underscores ("a-z", "0-9", "_").

[My Account](#) | [ORNL Home](#) | [Security Notice](#) | [Help](#)

Step 2: Create a username, then click "Continue"

XCAMS New User Account Registration - Step 3 of 6

Personal Information

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Birth:

Citizenship:

Enter new PIN:

Confirm PIN:

Privacy Policy Personal, contact, and account information is used to establish your identity at ORNL. This information is also used to grant you access to applications and/or information at ORNL. ORNL may also sell or sell your information to others. ORNL retains the right to disclose your information to authorized individuals or agencies as noted in the [User Agreement](#).

Required Fields. All fields are required unless otherwise noted.

Personal Identification Number. Your PIN will be used to verify your identity if you forget your username or password. Your PIN must be 6 digits (no alphabetic or special characters).

Step 3: Provide registration information

Contact Information

Email Address:

Phone Number: optional

Fax Number: optional

Affiliation:

Address Line 1:

Address Line 2: optional

Address Line 3: optional

City:

State:

Zip Code:

Country:

Phone and Fax Numbers. Entry of phone numbers is optional. Provide these numbers only if you'd like to be contacted by phone when interacting with ORNL (e.g., you might want us to be able to call you if there's a problem with a research proposal you've submitted). These numbers may be used to identify you to other XCAMS users. If you do not want your numbers available to other XCAMS users, do not enter them.

Affiliation. Please enter the name of the laboratory, university, or other organization with which you are affiliated.

Postal Mailing Address. Please enter the postal mail address where all correspondence should be sent.

Click "Continue"

XCAMS New User Account Registration - Step 4 of 6 - Windows Internet Explorer

https://xcams.ornl.gov/sec-cgi-bin/cgiwrap/xcams/register.cgi

File Edit View Favorites Tools Help

XCAMS New User Account Registration - Step 4 of 6

OAK RIDGE NATIONAL LABORATORY

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XCAMS New User Account Registration - Step 4 of 6

**** WARNING ****
Please ensure no one else can see your screen when you enter your password.

Username:

Enter new password:

Confirm new password:

Password Rules Policy

1. Must contain either 6 letters and 2 digits (6x2 format) or 5 letters and 3 digits (5x3 format) (e.g. no more than three letters in a row without a number).
2. Must contain a nonnumeric in the first and last position.
3. Must contain no more than three identical consecutive characters in any position from the previous password.
4. Must not be a string that is the same as the username or contains the

Step 4:
Set XCAMS password

Click "Submit"

a p w 4 m e

[My Account](#) | [ORNL Home](#) | [Security Notice](#) | [Help](#)

Local intranet | Protected Mode: Off 100%

XCAMS New User Account Registration

Congratulations! You have successfully registered a new XCAMS user account. Please use your new username and password to login to computing resources that require authentication via an XCAMS account.

XCAMS Registration process complete

Step 5: Return to

<http://www.ornl.gov/sci/iums/ipts/>

and use your new XCAMS username and password to log into the proposal system.

The screenshot shows the Integrated Proposal Tracking System (IPTS) website. At the top, there is a navigation bar with links for "Usage Agreement", "Login", and "Get Account". The main content area is titled "IPTS Login" and includes a "LOGIN TO IPTS" button. Below this is the "XCAMS Registration" section, which contains a "Register In XCAMS" button and a link for "Forgot your password?". At the bottom of the page, there are logos for various research centers: Office of Basic Energy Sciences, Spallation Neutron Source (SNS), Center for Nanophase Materials Sciences, and HFIR (High Flux Isotope Reactor) Center for Neutron Scattering.

The screenshot shows a login dialog box titled "Connect to snsapp1.sns.ornl.gov". It features a "User name:" field with a dropdown menu, a "Password:" field, and a checkbox labeled "Remember my password". There are "OK" and "Cancel" buttons at the bottom right of the dialog.



Integrated Proposal Tracking System

Logout

Home

Create a New Proposal

Create a Proposal From an Existing Proposal

My Proposals

Home

Facility Notices

No Notices

Clarification Requests

no data found

Step 6: "Create a New Proposal" when ready.

Help

Welcome to the Integrated Proposal Tracking System

To begin a new proposal, click on the *Create New Proposal* tab.

To view or edit an existing proposal, click the *My Proposals* tab.

Questions or problems?

The ORNL Computer Helpline is available to assist with XCAMS account support.

Phone: 241-ORNL (241-6765)

E-Mail: helpline@ornl.gov

For IPTS-related questions, contact the User Office:

Kyle Johnson

(865) 576-5532

johnsonkk@ornl.gov

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