

University of Minnesota
Center for Magnetic Resonance Research
Standard Operating Procedure

C100-02 - Applying for CMRR Access

Get your UMN Internet ID first

Register for CMRR Access

Visit the CMRR website and register for access

- Browse to www.cmrr.umn.edu
- Hover over Quick Links
- Click on Access/Register/Training

The steps:

- You enter your email, name, and phone number, and confirm your email
- You pick a CMRR faculty sponsor, and they confirm your access
- You get access to the CMRR calendar (immediately)

If your sponsor is not listed:

- Facilities - select Rick Swanson as your sponsor
or
- Other - select Michelle Hartwig as your sponsor (Onboarding coordinator)
- Fill in the blank with the reason access is needed

Computer Server User ID

If you need a Unix server account

- CMRR computer support will create your account (1-2 days)
- You will receive an email when your account is ready

If it has been more than two days and you haven't heard anything

- contact Michelle Hartwig mhwartig@umn.edu 612-626-7717
- or email help@cmrr.umn.edu

Purpose

Scope

Definitions

Responsibility

References

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Revision History

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1.1	7/21/2015	Standard formatting

Approval Signatures	Date
Author/Owner:	
Regulatory Compliance Coordinator:	
Center Director:	