

User instruction on My ZEUS portal

My ZEUS portal provides lots of functionalities, most of which are very intuitive. This instruction focuses on the procedures to conduct an experiment in ZEUS facility.

1. All users

1.1 Registration

[Register](#) a user account on [My ZEUS portal](#).

2. On-site experimenters

2.1 Fulfill your profile

After login, click your name in yellow color and you will be redirected to your profile page. Fulfill your profile information and submit.

Welcome to My ZEUS Portal, Qing Zhang!

You will receive an email from the University of Michigan including an UM ID/email for you if it is approved. You can see this on your profile page.

Profile -- Qing Zhang (qzhangqz@umich.edu)

The process may take some time since we usually start the visiting scholar applicants after we receive the profile information from all the members.

2.2 Take online training courses

After you have your UM email (format: [your unique name]@umich.edu) and UM password, log in to [Mylinc](#) with your UM unique name and password (not ZEUS credential) and finish the following courses.

1. EHS Hazard Communication for Employees Working in Research Support Units, Labs and Shops https://mylinc.umich.edu/core/pillarRedirect?relyingParty=LM&url=app%2Fmanagement%2FLMS_ActDetails.aspx%3FActivityId%3D68454%26UserMode%3D0

2. EHS Chemical Laboratory Safety https://maislinc.umich.edu/core/pillarRedirect?relyingParty=LM&url=app%2Fmanagement%2FLMS_ActDetails.aspx%3FActivityId%3D47766%26UserMode%3D0

3. EHS Laser Safety Basic Training https://maislinc.umich.edu/core/pillarRedirect?relyingParty=LM&url=app%2Fmanagement%2FLMS_ActDetails.aspx%3FActivityId%3D45061%26UserMode%3D0

4. EHS Radiation Safety

Orientiation <https://mylinc.umich.edu/core/pillarRedirect?relyingParty=LM&url=https:%2F%2Fmylinc.umich.edu%2Flearning%2Fcore%2Factivitydetails%2FviewActivityDetails%3FuserMode%3D0%26ActivityId%3D66619%26ClassUnderStruct%3Dfalse%26CallerUrl%3D%2Flearning%2Flearner%2Fhome%2FgoToPortal%3Fkey%3D0%26SearchCallerURL%3Dhttps%253A%252F%252Fmylinc.umich.edu%252Fcore%252FsearchRedirect%253FviewType%253Dlist%2526SearchText%253Dradiation%2526startRow%253D0%26SearchCallerID%3D2>

The course completion status is shown on both [Mylinc](#) page and your profile page on My ZEUS portal (up to two hours delay).

2.3 Take CUOS laser exam

Currently this exam (at least its submission and grade process) is not available online. Local ZEUS employees will contact you for the details.

2.4 Request experiment

You will be able to edit the [experiment details form](#) if your PI added you as an experimenter.

3. Primary investigator (PI), proposal submitter

3.1 Submit a proposal

If you have submitted your proposal by email before My ZEUS portal exists, you can skip this section. Otherwise, please read the instructions from [call for proposal](#) first. Then you may [submit a proposal](#). You will get email notification if your proposal is approved or rejected.

3.2 Request experiment

If you have an approved proposal, you need to fill out an [experiment details form](#) before you set off. We suggest you do this as soon as possible once you finalize the experimenters and the experiment time. If an experimenter is added, this member will have access to this form and be able to further update it. Make sure all the checkboxes in experimenter field are checked, and then submit. This form has to be submitted and approved before the experiment starts.