

**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](http://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 John Lem 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

- email [help@cmrr.umn.edu](mailto:help@cmrr.umn.edu)

**Purpose**

**Scope**

**Definitions**

**Responsibility**

**References**

**Forms / Templates**

**Appendices / Tables**

**Revision History**

SOP Number / Version:	C100-02 / 1.1
Approval Date:	07/21/2015
Implementation Date:	07/21/2015
Author/Owner:	Brian Hanna / John Strupp

Version Number	Approval Date	Change from Previous Version
1.0	6/22/2015	
1.1	7/21/2015	Standard formatting

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