

Quick Reference Guide for User Submission via AS User Portal (prepared by SG-ISAP Programme Office)

Go to:

<http://portal.synchrotron.org.au>

Enter your email address and password, and click 'Sign In'. For new users, please click 'Create an Account' to set up your user account first before login.

Note:

AS User Portal does not support Internet Explorer. We recommend using Mozilla Firefox or Google Chrome.

Fields with * are required.

Email *

Password *

[Forgotten your Password? | Create an Account](#)

[Sign In](#)

Welcome

This portal is for the submission and review of proposals and subsequent experiments at the Australian Synchrotron and for International Synchrotron Access for Australian-based researchers. Please login if you have an account. If you are a new user please create your account

You can then proceed using the system, e.g. for submission of proposals, reviewing proposals, adding experimenters, providing experimental reports and similar. For queries regarding this system please contact user.office.vic@ansto.gov.au.

If you are from industry and have a question about accessing beamtime you will find further information at <https://www.ansto.gov.au/business/working-with-ansto/industry-users/clayton>.

You need JavaScript and pop-ups enabled.

The Australian Synchrotron User Portal does not support Internet Explorer. We recommend using Mozilla Firefox or Google Chrome

Dashboard

Click Create new Proposal under 'Proposals' category.

[Home](#) » [Dashboard](#)

Dashboard

If you have multiple accounts, please contact the [User Office](#) advising which accounts belong to you and your correct email address

When making any edits in this system, please save your work regularly. An inactive session will be timed out after 30 minutes. Unsaved changes will then be lost.

Proposals
Manage and create proposals here.

- [View](#)
 - proposals (0)
 - programs (0)
- [Create new proposal](#)
- [Add/Edit Proposal Impossible Dates](#)

Account
Edit your account information here.

- [My Account](#)
- [Update Email](#)

Publications
Manage and create publications here.

- [View my publications \(0\)](#)
- [Create new publication](#)

Create Proposal

Enter the project title of your experiment in the text box.

Note: Experiment title should be the same project title as your Whitepaper application submitted through SG-ISAP Programme Office.

[Home](#) » [Proposals](#) » [Create](#)

Create Proposal

Instructions:

1. Enter the title of your experiment in the text box below (this is a mandatory field).
2. Select an Instrument.
3. Select one of the open Rounds, which are reliant upon the chosen Instrument.
4. Click the 'Next' button to proceed to Stage 2 of the proposal creation process.

"Warning" your proposal will not be created in the Portal until you complete both of the beamtime proposal stages.

Beamtime Proposal Stage 1:

Expt Title *

title123abc

Operations
[Manage Proposal](#)

(continued on next page...)

Instrument

Under Experiment Set Id, select the beamline (e.g. Soft X-ray spectroscopy) which is applicable to your proposal, from the drop-down box i.e. the beamline you have selected in your SG-ISAP Whitepaper application

Note:

The "Beamline facility accessed through AS International Synchrotron Access Programme (ISAP)" is **not applicable to SG-ISAP users**. It is only for Australian based researchers.

Instrument

Equipment Set Id Soft X-ray spectroscopy

Show/Hide Details of Available Instruments

Round Details

Round * ISAP 2023/1

Show/Hide Details of Current Round

[Next >](#) [Cancel](#)

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Round Details

Select one of the 'Open' Proposal Rounds (e.g. 2023/2) from the drop-down box, which is dependent on your chosen Instrument or Beamline. Then click 'Next' to enter your proposal details.

Note:

Do not select Proposal Round starting with 'ISAP 2023/X' as this is **only applicable to Australian based researchers**.

Round Details

Round * ISAP 2023/1

Show/Hide Details of Current Round Select Round

Total 3 result(s).

Proposal Round	Description	All Dates	Facility Name	Beamlines
2023/2	Merit proposal round for beamtime late May - August 2023. Proposal deadline 11.59 pm 31 January 2023 (Melbourne time).	Open: 14/12/2022 Deadline: 31/01/2023 Start Date: 24/05/2023 End Date: 21/08/2023	Australian Synchrotron	BSX, IMBL, IRM, MEX1, MEX2, MCT, PD, SAXS, SXR, THz, XAS, XFM
2023/1 PD Rapid Access Mail-in R2		Open: 23/01/2023 Deadline: 09/02/2023 Start Date: 22/03/2023 End Date: 24/03/2023	Australian Synchrotron	PD
ISAP 2023/1	Application for funding to access overseas synchrotrons via the ISAP. This round is valid for beamtime scheduled at an overseas facility from 08 Nov 2022 onwards. The deadline for applications is 11:59pm 10 Mar 2023.	Open: 16/12/2022 Deadline: 10/03/2023 Start Date: -- End Date: --	External Facility	EXT

Go to:

<https://portal.synchrotron.org.au/index.php/site/usersguide> for more information on how to submit your proposal details.

For further assistance regarding AS User Portal, please contact the Australian Synchrotron User Office at user.office.vic@ansto.gov.au.

[Home](#) > [Users Guide](#)

Australian Synchrotron User Portal Users Guide

Note to users of this documentation
Our user support systems are continually evolving. We endeavour to ensure that our documentation keeps up with all developments and welcome any comments or suggestions from our users. If you have any queries or comments on this documentation please contact the Australian Synchrotron User Office at user.office@synchrotron.org.au.

Contents:

- [Setting up portal access](#)
- [Accessing the portal](#)
- [Creating a new proposal](#)

Setting up portal access

- Point your browser to <http://portal.synchrotron.org.au>
- On the Australian Synchrotron User Portal, click [Create an Account](#)
- Enter your user details, Email, First Name(s) and Surname. If you have had a previous user account with another name, enter that name in Alternate Surname.
- When complete, click 'Check Database'. The system checks if you already have an account.
- When there is a user account with the same details, the system displays a message at the bottom of the screen. If this is correct, you can click 'Send Reset' to send an email that lets you change your password. Alternatively click 'Create New Account' if the account was not found.
- Check your email for the reset or activation link and click on it when it arrives. Be sure to check your spam folder if you cannot find the email.
- Type in a secure password, then type it again to confirm. Click 'Reset Password'
- You will be redirected to the login page. Login with the account you just created.

Accessing the portal

- Point your browser to <http://portal.synchrotron.org.au>
- Enter your Email and Password then click 'Signin'
- If you have forgotten your password, you can reset it by following the 'Forgotten your password?' link.
- On the Dashboard, you can choose to modify your user information, update your publication history or access proposals.

Creating a new proposal

- After signing in to the Portal, on the Dashboard, under 'My Proposals' you can either 'View' your existing proposals or 'Create a new proposal'. The 'View' option will allow you to clone a past proposal if a similar round is currently open. Select either of these options.
- Enter the proposal's title as a brief summary, select the equipment set you are submitting a proposal, then select an available round, click 'Next'.
- Confirm all the details are correct and the click 'Create'.

Entering experiment details

When you enter a proposal, you must complete a number sections before you can submit (the number varies depending on the type of proposal). You can enter and modify any section using the menu bar along the top of the page or via the 'next' and 'previous' buttons at the bottom of the page. When you move from one section to another, the system saves your information.

Note: The system will time out after 30 minutes. Click Save regularly as unsaved information will be lost. (It is recommended that you click Save before leaving every page.)