

## How-to:

### Access (Mandatory) Argonne Training

Argonne National Laboratory is one of the national laboratories sponsored by the U.S. Department of Energy (DOE). All Argonne employees, users and affiliates - including NAISE Fellows and members - are required to complete mandatory basic training as a part of their affiliation. The amount of training is dependent on the extent of work the affiliate will be doing at and with the laboratory. All fellows have access to the ANL systems, including the training system, using their ANL Badge number and Password. **You DO NOT need to sign into the ANL VPN to complete training.**

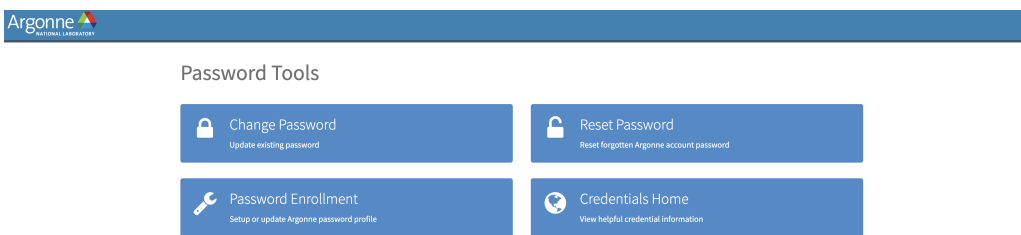
#### How to Change / Reset ANL Password (if needed)

You need: your badge number or username

*Tip: Your ANL host can see your badge number in the system if you don't have/know it.*

Go to [mypassword.anl.gov](https://mypassword.anl.gov) and select the appropriate option (see below).

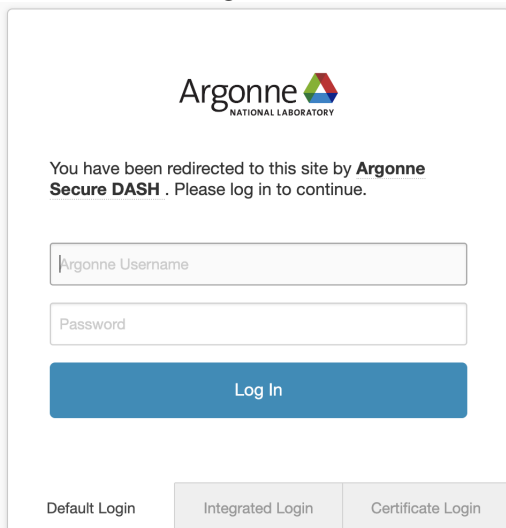
If you have issues/questions call ANL helpdesk: (630)-252-9999 / 2



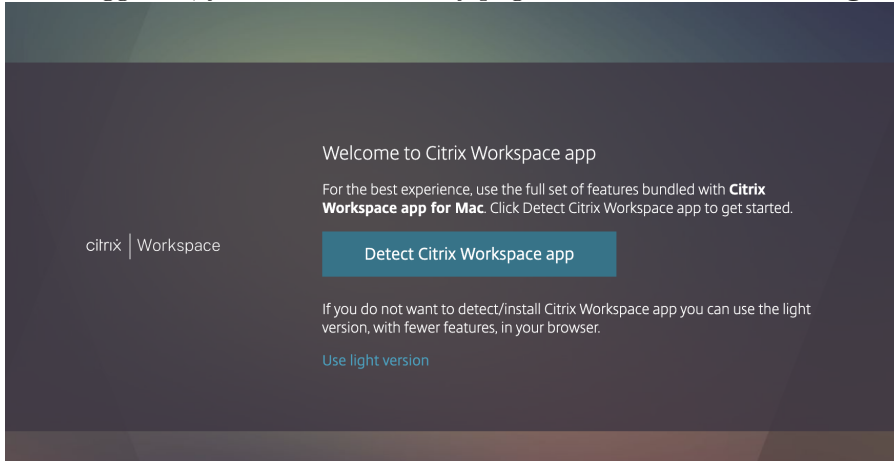
#### How to Access and Complete Mandatory ANL Training

To Complete your training without signing into VPN, you will need your badge number (username) and password.

1. Go to [dash.anl.gov](https://dash.anl.gov); it will ask you to log in using your username and password:



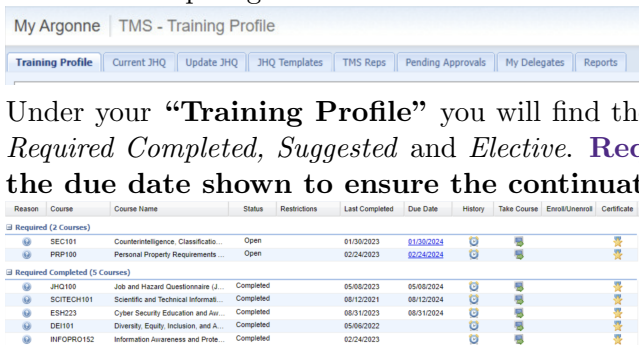
- Once logged in, you will see the entry page as below. Pick **“Use Light Version”** at the bottom.



- It will take you to Argonne Dash Homepage. Pick **“Apps”** at the very top, next to the Home button.

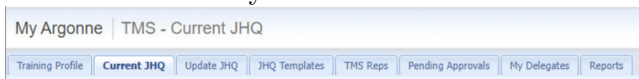


- You will get a view of all available Apps. Scroll down to *T* and pick **“TMS (safety)”** app with the blue diploma logo.
- Log in to the *remote* computer as prompted, again using your badge number and password.
- The default page shown is your **“Training Profile”**. If this is not the case, you can use the tabs on the top to go there.



Under your **“Training Profile”** you will find the list of trainings you are assigned: *Required*, *Required Completed*, *Suggested* and *Elective*. **Required courses need to be completed by the due date shown to ensure the continuation of your fellowship.**

- Tip! If your required course load seems unreasonable check your JHQ (Job Hazard Questionnaire) using the tabs on the top to see your current assigned tasks at the lab. If the selected options do not seem to reflect your level of involvement at the lab, contact your JHQ supervisor to discuss.



For questions or issues, reach out to NAISE team via [naise@northwestern.edu](mailto:naise@northwestern.edu).