

# BESC LABORATORY INFORMATION MANAGEMENT SYSTEM

## ACCESSING THE LIMS

### TO REQUEST AN ACCOUNT

- For access to the BESC LIMS (Nautilus), first apply for an XCAMS account at <https://xcams.ornl.gov/cleartrust/login.html>.
- Second, complete the New User Request Form [http://public.ornl.gov/besc\\_lims/requestuser.cfm](http://public.ornl.gov/besc_lims/requestuser.cfm), including your XCAMS user name.
- You will be contacted with instructions for accessing the LIMS via the Web Interface or Remote Desktop.
- IMPORTANT! You will be required to update your password every six months. You must login directly to Nautilus to update your password. See “Update Password” below.

### TO ACCESS VIA WEB INTERFACE

- Go to [http://public.ornl.gov/besc\\_lims/](http://public.ornl.gov/besc_lims/).
- Log on using your XCAMS user name and password.

### TO ACCESS LIMS VIA WEBACCESS

Available to both ORNL and External Users

- First access to LIMS must be by this method.**
- Detailed instructions are available at [http://public.ornl.gov/besc\\_lims/ThermoWebAccess/](http://public.ornl.gov/besc_lims/ThermoWebAccess/)
- Login is the same as your LIMS username and password for XCAMS users. Remember to use “Extranet\username” for the XCAMS login.
  - ORNL users may have to activate their XCAMS account. Browse to <https://xcams.ornl.gov/xcams/regStep1.shtml>, click on “[activate your XCAMS account](#)”. During login to WebAccess, use 3-character user id “extranet\userid” as username. However, for Nautilus login, use your database name (usually your UCAMS username).

#### Request New User

Use this form to request the addition of a new user to the LIMS system. When this form is submitted, an email will be sent to the LIMS group and you will be contacted with further instructions.

*Required fields	
* First Name	
* Last Name	
* Email	
XCAMS user name If you do not have an XCAMS account, apply for one at <a href="https://xcams.ornl.gov/cleartrust/login.html">https://xcams.ornl.gov/cleartrust/login.html</a> .	
Title	
Laboratory	
Division	
* Institute (Full Name)	
* Address Include: Street Address or P.O. Box City, State or Province, Zip or Postal Code	
Country (if non-USA)	
Phone Please include area code	
Fax	
Comments Please include justification for access.	

## ORNL USERS ONLY: REMOTE DESKTOP

**ONLY ORNL USERS HAVE THE OPTION OF USING REMOTE DESKTOP. ALL OTHERS MUST USE WEBACCESS (ABOVE)**

❑ See detailed instructions at

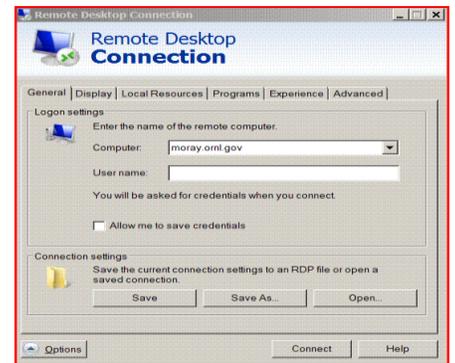
[http://public.ornl.gov/besc\\_lims/newuser/accessLIMS\\_handout\\_newuser.pdf](http://public.ornl.gov/besc_lims/newuser/accessLIMS_handout_newuser.pdf)

❑ Quick Start Instructions:

- Connect (RDP) to `limsnew.extranet.ornl.gov`
- Start Nautilus by clicking on Start, All Programs, Nautilus, Nautilus.
- If you enter an incorrect password 3 times successively, the password will have to be reset. Contact `besc-lims-help@email.ornl.gov` or call Susan Holladay (865-576-8356).

❑ *Update Password*

- Log into Nautilus via Remote Desktop using old password.
- Click on File, Change Password.
- Enter Old and New Passwords.



Please send comments or inquiries to `besc-lims-help@email.ornl.gov` or call Susan Holladay (865-576-8356).