

LCLS User Resources

Upcoming website changes

LCLS User Office

May 2026



New User Guide

LCLS Linac Coherent Light Source

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User Guide

A step-by-step guide to become an LCLS and MeV-UED user. Learn how to submit a proposal for beamtime, then if accepted, prepare for and start your experiment onsite or remotely, and next steps once you finish your beamtime.

Home / For Users / ...

1. Apply for Beamtime

First-time user? [Learn about XFELs and how LCLS can help enable your science](#) before applying for beamtime.

a

Determine your proposal type

Read our latest Proposal Call to see proposal types available for the run cycle and also to learn about:

User Guide

- 1. Apply for Beamtime
 - a. [Determine proposal type](#)
 - b. [Download latest template & write proposal](#)
 - o [Proposal preparation guidelines](#)
 - c. [Submit proposal](#)
 - o [Proposal review process](#)

A step-by-step guide to become a user at LCLS

This resource will guide you on how to:

1. Apply for beamtime
2. Prepare for beamtime, if your proposal was accepted
3. Start your beamtime
4. Finish your beamtime

We aim to help:

- **potential users** who are completely new to our facility and process
- **returning users** who need a refresher on our steps

New User Guide

See an overview of the guide in the right menu

The guide consists of four stages each with multiple steps.

The screenshot shows the LCLS website with a navigation menu at the top. The main content area features a section for first-time users, a section for determining proposal types, and a table of proposal call schedules. A right-hand sidebar contains a 'User Guide' menu with four stages: 1. Apply for Beamtime, 2. Prepare for Beamtime, 3. Start your Beamtime, and 4. Finish your Beamtime. Each stage has a list of sub-steps.

First-time user? [Learn about XFELs and how LCLS can help enable your science](#) before applying for beamtime.

a

Determine your proposal type

Read our latest Proposal Call to see proposal types available for the run cycle and also to learn about:

- latest instrument standard configurations
- latest proposal guidance
- the upcoming Virtual Town Hall, our information session

Proposal Call Schedule

Run Cycle	Mode of Access	Proposal Call Status	Deadline
LCLS Run 27 Sep 2026 - Mar 2027	Regular User Proposals	In Review	Closed
	Data Collection & Screening (DC&S)	In Review	
	Approved Science Campaigns	In Review	
LCLS Run 26 Mar 2026 - Jul 2026	Regular User Proposals	Scheduled	Closed
	Data Collection & Screening (DC&S)		
	Ongoing Science Campaigns	In Review	Closed
	Mail-in small-molecule SFX		

User Guide

- 1. Apply for Beamtime**
 - [Determine proposal type](#)
 - [Download latest template & write proposal](#)
 - [Proposal preparation guidelines](#)
 - [Submit proposal](#)
 - [Proposal review process](#)
- 2. Prepare for Beamtime**

Once we've accepted your proposal:

 - [Register for User Portal account](#)
 - [Submit Beamtime Request](#)
 - [Apply for SLAC ID number](#)
 - [Submit User Access Agreement](#)
 - [Execute a User Agreement](#)
 - [Complete required trainings](#)
 - [Create computer accounts & eLog](#)
 - [Ship equipment or materials to us](#)
 - [Coordinate visit to SLAC](#)
- 3. Start your Beamtime**
 - [Check in at SLAC](#)
 - [Access your experiment tools](#)
 - [Start beamtime & enjoy your stay](#)
- 4. Finish your Beamtime**
 - [Ship equipment or materials back](#)
 - [Return SLAC-issued items](#)
 - [Complete End of Run survey](#)
 - [Submit publications](#)

New User Guide

The guide is split into four sequential stages.

Each stage is on a separate page.

You can linearly move through the steps or use the right-menu to jump to a specific one.

1 Apply for Beamtime

The screenshot shows the LCLS website header with navigation menus. The main content area features a large image of a scientist working with equipment. Below the image, the title '1. Apply for Beamtime' is displayed. A sub-header reads 'First-time user? Learn about XFELs and how LCLS can help enable your science before applying for beamtime.' A 'User Guide' sidebar on the right lists the four stages, with '1. Apply for Beamtime' selected and highlighted in blue.

2 Prepare for Beamtime

The screenshot shows the LCLS website header. The main content area is titled 'User Guide | 2. Prepare for Beamtime'. The text explains that after proposal acceptance, users have up to 3 months to prepare. A 'Register for a User Portal account' section provides instructions for new and existing users. A 'User Guide' sidebar on the right shows '2. Prepare for Beamtime' selected and highlighted in orange.

3 Start your Beamtime

The screenshot shows the LCLS website header. The main content area is titled 'User Guide | 3. Start your Beamtime'. It includes instructions for onsite and remote users. A 'Check in at SLAC' section details the process of entering the building. A 'Note' box specifies that government-issued IDs are required. A 'User Guide' sidebar on the right shows '3. Start your Beamtime' selected and highlighted in green.

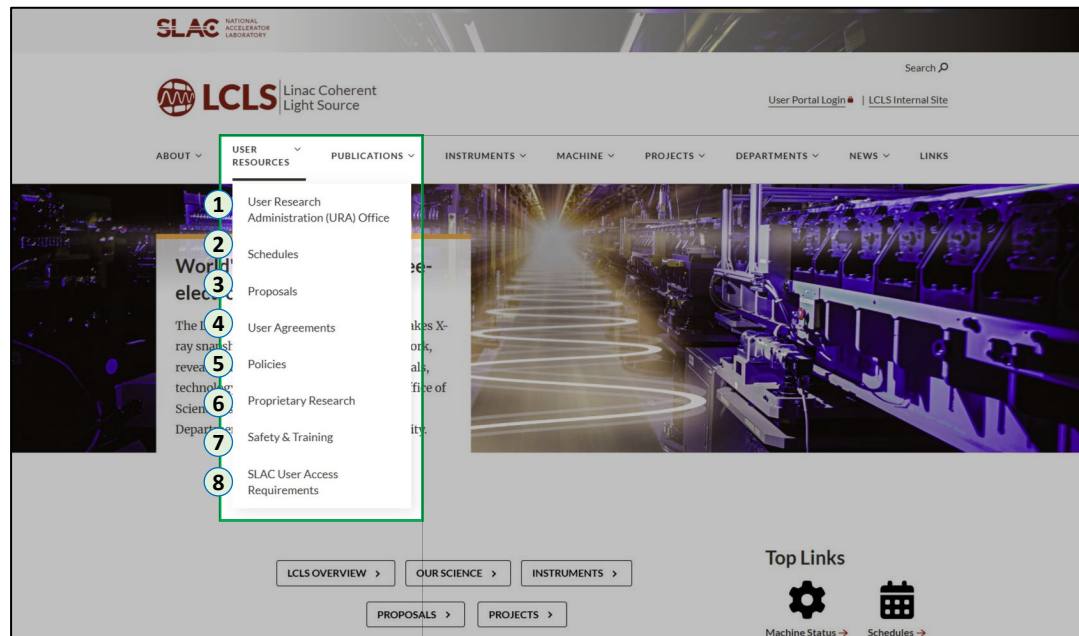
4 Finish your Beamtime

The screenshot shows the LCLS website header. The main content area is titled 'User Guide | 4. Finish your Beamtime'. It provides instructions on what to do before leaving SLAC and after finishing the experiment. A 'User Guide' sidebar on the right shows '4. Finish your Beamtime' selected and highlighted in purple.

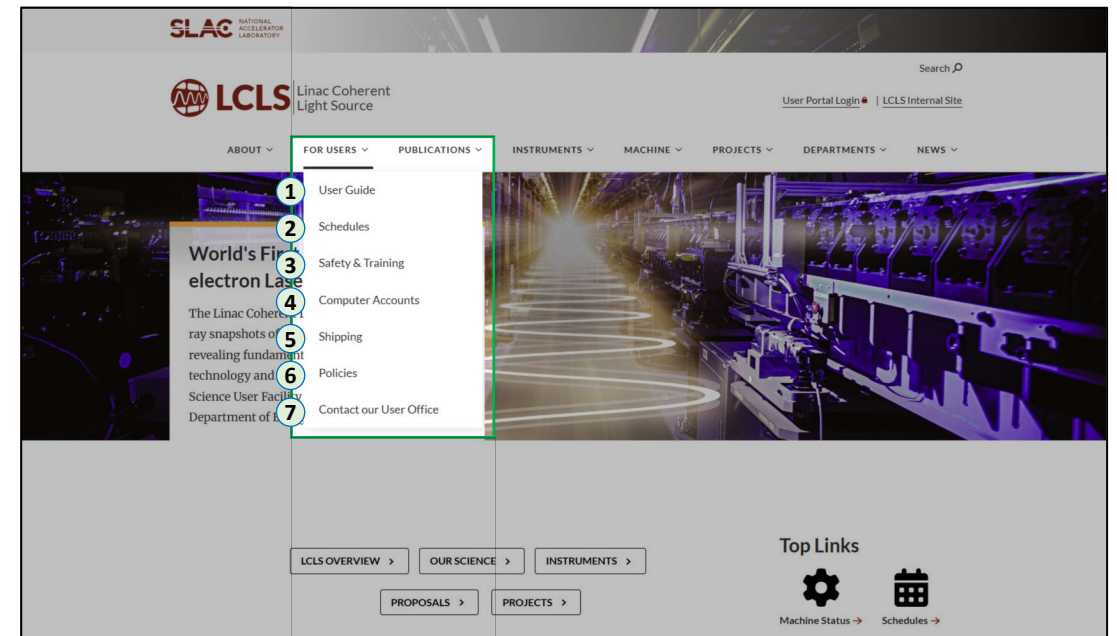
Simplified navigation menu

We simplified the navigation menu and made it easier to find top links.

Before



After



We reviewed our Google Analytics to prioritize linking pages you use most often.

The User Guide will be our new main resource on the website.

Redesigned pages

We also redesigned pages to make it easier to read and parse through.

Before

User Research Administration (URA) Office

Schedules

Proposals

User Agreements

Policies

Proprietary Research

Safety & Training

SLAC User Access Requirements

Computer Accounts

Data Collection & Analysis (PCDS)

DAQ

Shipping Equipment & Materials

Financial Accounts

Shipping Equipment & Materials

When You Arrive at LCLS: If you plan to ship samples, equipment or other scientific items from SLAC back to your international institution, please review instructions and complete a Power of Attorney form for the **Individual** or **Group** that is responsible for and will receive the shipment.

Incoming Shipments Outgoing Shipments

Outgoing Shipments From LCLS

To avoid shipping delays please ensure that you have completed the required arrangements for your shipments **before** leaving SLAC.

Index

- [1. Required Items for Outgoing Shipments](#)
- [2. Instructions for User Shipments](#)
- [3. Shipping Process Timeline](#)
- [4. Establishing User Financial Account - Required](#)
- [5. Power of Attorney - Required](#)
- [6. Shipment Documentation - Required](#)
- [7. Getting Items Through U.S. Customs / Green Worldwide](#)

1. Required Items for Outgoing Shipments

- User Account

After

Ship equipment or materials back to your institution

Before you leave SLAC, work with your experiment POC to start your outgoing shipping arrangements. They'll need your full shipment details to coordinate logistics with our shipping department.

1. Prepare a payment method

Prepare a payment method to pay for shipping costs.

You can either use your:

- User Institution's Carrier Account
- LCLS Financial Account - [Learn how to establish a financial account](#)

2. Complete a Power of Attorney (for international shipments)

A power of attorney (POA) authorizes us to ship items on your behalf and is only needed for international shipments.

Download and complete a POA as an individual user or group:

- [Individual Power of Attorney](#)
- [Group Power of Attorney](#)

The experiment spokesperson should sign the document on behalf of the group.

A signed POA remains in effect until revoked by you or our facility.

Returning users
If you've made a return international shipment before, contact our user office to

User Guide

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Once we've accepted your proposal:

 - Register for User Portal account
 - Submit Beamtime Request
 - Apply for SLAC ID number
 - Submit User Access Agreement
 - Execute a User Agreement
 - Complete required trainings
 - Create computer accounts & eLog
 - Ship equipment or materials to us
 - Coordinate visit to SLAC
- 3. Start your Beamtime**
 - Check in at SLAC
 - Access your experiment tools
 - Start beamtime & enjoy your stay
- 4. Finish your Beamtime**
 - Ship equipment or materials back
 - Return SLAC-issued items

This is an example of our outgoing shipping page.