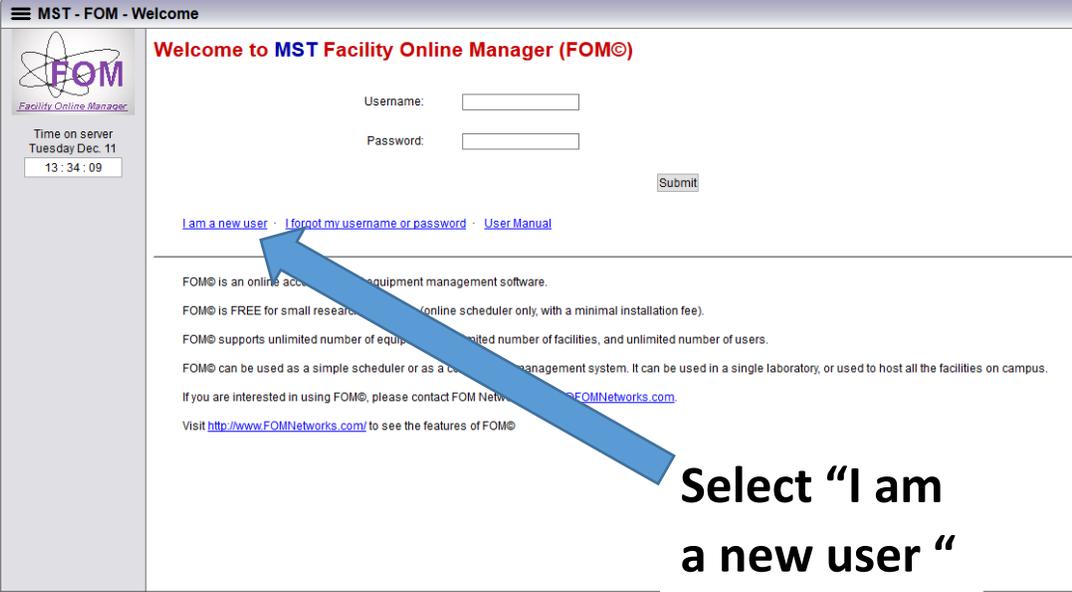


# FOM Account Registration and Appointment Reservation Instructions

Query FOM in a browser and select, **Facility Online Manager - Manage shared instruments with ease**, and **select MST in the facility list**.

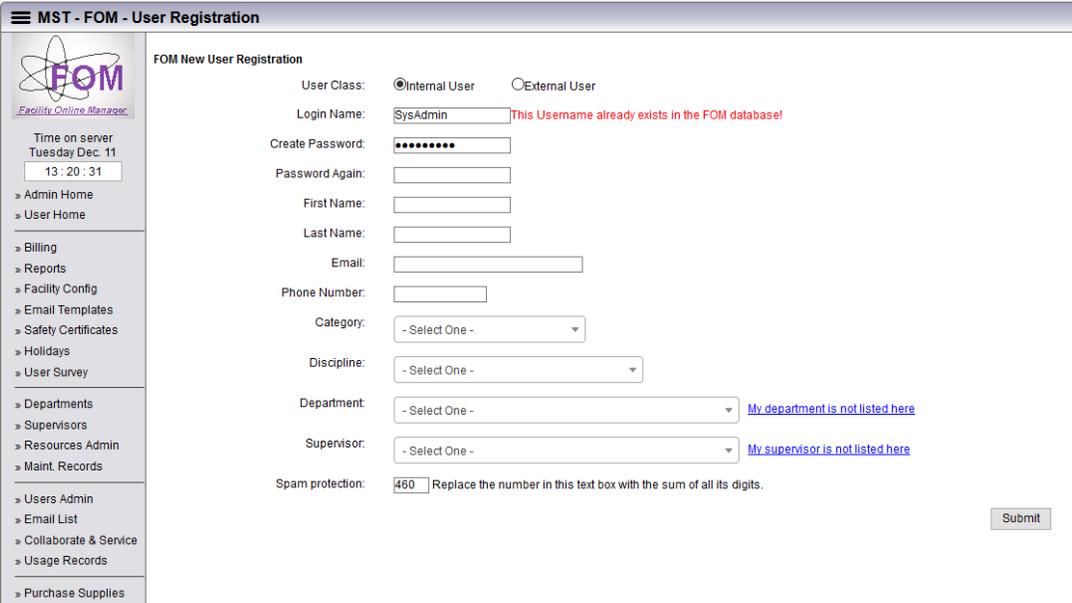
The link below will also direct you to the MST log on page.

<https://www.instrumentschedule.com/fom/welcome?lid=0181>



The screenshot shows the 'MST - FOM - Welcome' page. On the left is a sidebar with the FOM logo and server information. The main content area has a title 'Welcome to MST Facility Online Manager (FOM©)' and a login form with 'Username:' and 'Password:' fields and a 'Submit' button. Below the login form are three links: 'I am a new user', 'I forgot my username or password', and 'User Manual'. A large blue arrow points from the text 'Select "I am a new user"' to the 'I am a new user' link. Below the links is a paragraph of text describing FOM© as an online access control and equipment management software, noting it is free for small research facilities and supports unlimited users.

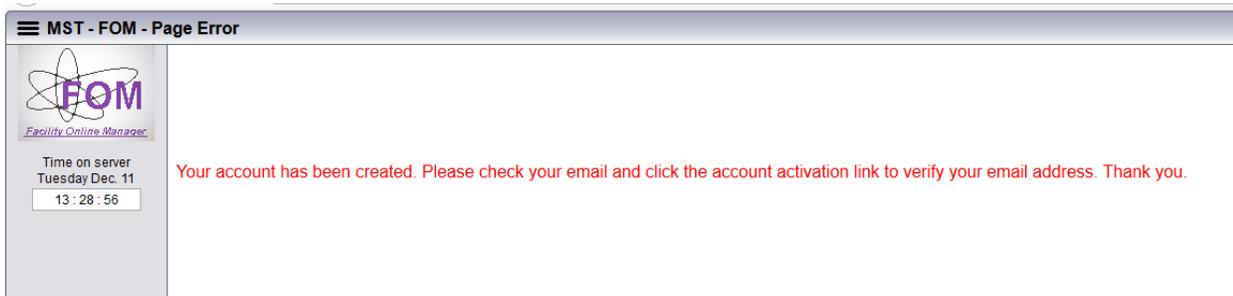
Select "I am a new user"



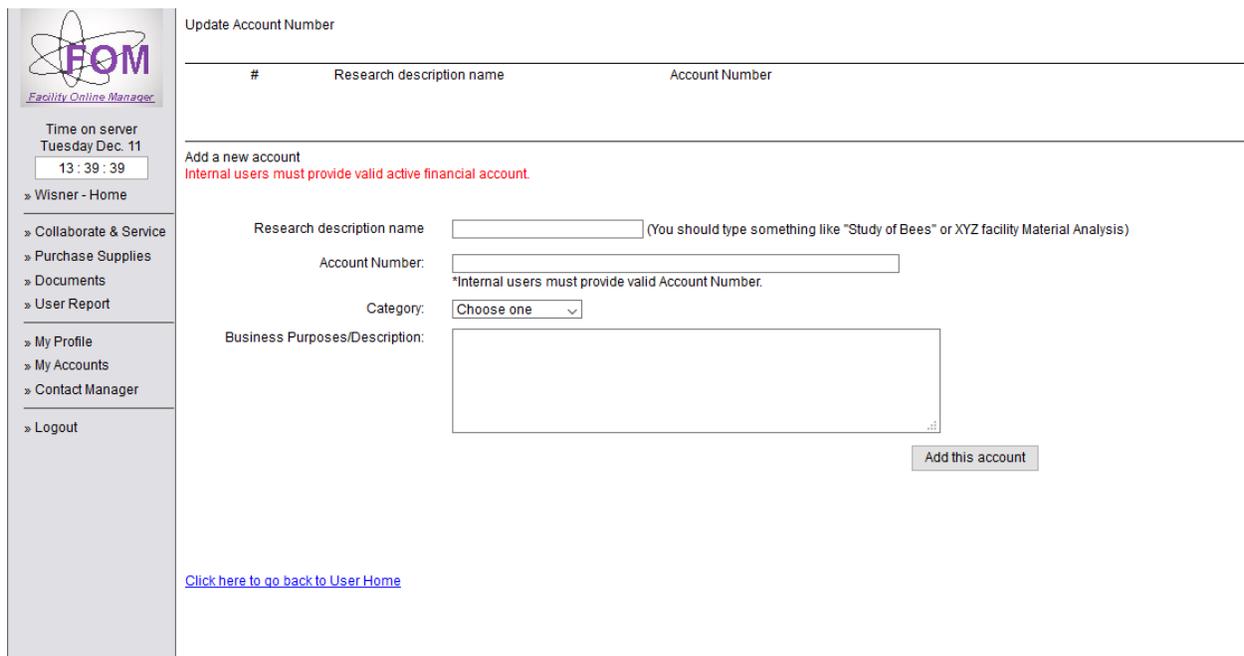
The screenshot shows the 'MST - FOM - User Registration' page. The title is 'FOM New User Registration'. There are two radio buttons for 'User Class': 'Internal User' (selected) and 'External User'. The 'Login Name' field contains 'SysAdmin' with a red error message: 'This Username already exists in the FOM database!'. Other fields include 'Create Password', 'Password Again', 'First Name', 'Last Name', 'Email', 'Phone Number', 'Category', 'Discipline', 'Department', and 'Supervisor'. The 'Department' and 'Supervisor' dropdowns have blue error messages: 'My department is not listed here' and 'My supervisor is not listed here'. A 'Spam protection' field contains '460' with the instruction 'Replace the number in this text box with the sum of all its digits.' A 'Submit' button is at the bottom right.

1. Select type of User (all MS&T and other UM system users are Internal User)
2. Insert a Login Name. **The Login Name MUST be your MS&T user name.**

3. Create a unique password/input password again for verification
4. Insert your first and last name, Email address, Phone number
5. Select your category or campus affiliation
6. Select your Department, if not listed select "Other" or you can request for your department to be added
7. Insert your Advisor's name as the supervisor's name, if your Advisor is not listed you can request for your Advisor to be added.
8. Proceed with the "Spam protection"
9. Submit, you will see this screen below appear.



10. Check your specified email for "FOM Notification", select the link
11. Add your account information, this should be a MoCode to charge your AMCL EM lab work. You can enter more than one account.



12. Input your research information and click "Add this account" a pop up will say this account has been added to the system.
13. "Click Here to go back to User Home"
14. Select "Show all resources" then Select the equipment (listed on the right) to request "training or usage approval".

**MST - FOM - User Home**

Authorized Equipments (Click to view schedule)  
 Show my favorite resources only  Show all resources [Go to My Profile page to set favorite resources](#)

You do not have access to any equipment. Click an equipment name on right side to apply for training and access.

Available Equipments (Click to request training or usage approval) [Hide this section](#)  
 Select or type to search

- Advanced Materials Characterization Lab Em
  - Dual Beam FIB/SEM - FEI Helios NanoLab
  - Hitachi S4700
  - Raith eLine
  - TEM - FEI Tecnai F20

**This pop up window will appear, select “Internal”. In the comments box either ask for a time to be trained of if you are already a trained user put “Trained User” and type of access, Day-access user or Anytime-user, and the systems you are a current user.**

**New User Application**

Apply to use new equipment  
 Hitachi S4700 in Advanced Materials Characterization Lab Em

FESEM Hitachi S4700 with EDS, CL and backscatter  
 Please tell the equipment manager your preferred time(s) for training:

Select one that best describes you: - select one -  
 - select one -  
 Internal  
 External For-profit  
 External Non-profit

Apply Cancel

Hitachi S4700

**Application Submitted**

Your application to use Hitachi S4700 has been sent to the appropriate manager(s):

The manager will contact you soon regarding training and activating your account.

OK

**This pop up will appear, and an email will be sent to your advisor and one to the systems manager.**

- If you are a “Trained User” (user that has been through Met 5525, Met 6536, or individual training in the AMCL EM Lab) you will be granted access to the new system. There will be only two users statuses “Day or Anytime”\*, be sure to indicate your user status, Day or Anytime. If you are a new user to the system, but have previous training elsewhere, you will need to set up a training time with the specific equipment manager. If you are wanting training but do not have previous experience then a consultation will be needed to access your needs and how you can enroll in Met 5525 and Met 6536.
- UNTIL YOU HAVE BEEN APPROVED YOU WILL NOT BE ALLOWED TO ACCESS THE EQUIPMENT CALENDARS!!!**
- Once you are approved you will be able to access the calendars for the systems you are a user.

Authorized Equipments (Click to view schedule)  
 Show my favorite resources only  Show all resources [Go to My Profile page to set favorite resources](#)

- Advanced Materials Characterization Lab Em
  - Hitachi S4700 Day Time Access **AVAILABLE**

Available Equipments (Click to request training or usage approval) [Hide this section](#)  
 Select or type to search

- Advanced Materials Characterization Lab Em
  - Dual Beam FIB/SEM - FEI Helios NanoLab
  - Raith eLine
  - TEM - FEI Tecnai F20

**Click the equipment to access the calendar.**

- Select the instrument, from the list, you are wishing to make an appointment. You will need to have a signed FAF before you start your session. First failure to provide a signed **FAF WILL RESULT IN YOUR USER STATUS BEING REVOKED!**

\*Day User is one that was “Supervised”. Anytime User is one that was Unsupervised or has night access to the scopes.

**Notes from equipment manager**  
**Equipment Schedule: Hitachi S4700**  
 - FESEM Hitachi S4700 with EDS, CL and backscatter  
 - Hitachi S4700 is now Available  
 - Reservation Limits: Max time per session 4 hours 0 minutes; Max time per day 8 hours 0 minutes;  
 - Your user level on this equipment is: Day Time Access.

**Equipment Reservation**  
 Select the Account Number you want to use for this session:  
 @ Apaca Cnar

Start time: 2018-12-13 13:00:00  
 End time: 2018-12-13 13:30:00  
 Estimated usage cost: 11.00

Comment:

Reserve Cancel

19. Available times will be in bold black, times not available will be grayed out. You can elect to 1. Have an immediate appointment by selecting “Click to Log On”, 2. Select at start time and an Equipment Reservation box will appear, in this box you can select the end time and select an account if you have different accounts. 3. Select the accessories and input comments. Click “Reserve” and your appointment will appear in the calendar.

**Hitachi S4700 (Ad)**  
 Collaborate & Service  
 Purchase Supplies  
 Documents  
 User Report  
 My Profile  
 My Accounts  
 Contact Manager  
 Logout

**Equipment Schedule: Hitachi S4700**

Calendar view showing time slots (e.g., 08:00-08:30, 08:30-09:00, etc.) for days Mon 12/10 through Sun 12/16. A specific slot on Fri 12/14 (13:00-14:00) is highlighted in green and labeled "Cianasa Wisner, 13:00-14:00".

20. Rules for making an appointment, by signing up as a user you and your advisor agree to these rules:

- Appointments can be up to 4 hours at a time.
- Appointments can be in 30 min increments after the first hour.
- A user can delete an appointment at any time, but if deleted within 12 hours of the original appointment the user will be charged for a half hour use to the MoCode in the appointment.
- Appointments not used within 30 min of the initial time will be charged for an additional half hour use to the MoCode in the appointment.

- e. Appointments not used within 60 min is considered a “No Show” and will be charged for one hour of use. After three missed appointments in a 6 month time your user status will reviewed and can be changed.
  - f. Sessions not logged off will be charged an additional hour of use.
  - g. If a user has not logged on in 180 days their access will be suspended and they will have to ask for a training refresher.
21. When the time comes to use the scope and you arrive at the AMCL EM Lab, open the calendar on a computer or your phone, click on your chosen time box.
  22. A new window will open for you to inform the calendar that you are present and ready to use the scope. Click ok. This action will turn on the scope monitor screen.
  23. When you are finished, be sure you have transferred your data, you will open the calendar again (on a different computer or your phone), and log off.