Instructions for requesting equipment/training on FOM

- Upon logging in, your homepage should look similar to this:

![Homepage Image]

- Some facilities require confirmation prior to accessing their facility. You will get an email when you have been confirmed.

- When you click on an item to request access they may require a user agreement, you must read and accept. This will be followed by the application window.

![User Agreement Image]

- Input your availability for training for the next two weeks. Your availability has to align with that of the instrument manager as well as the instrument so more time is better.

![New User Application Form Image]

- You can expand the input box by dragging this corner.

- Also, include a short description of what you want to use the equipment for so the instrument manager can allocate enough training time.

- You will receive an email from the instrument manager with a time a place for meeting for training.

- Once you have applied for access, you can view the instrument calendar by clicking on the module on the left. This does not apply for safety training.
Instructions for making reservations on FOM

- Select an equipment module from the user home, or the dropdown directly under the user home on the left. This takes you to the equipment calendar.

- Above the calendar are your access restrictions. These are for every user of the equipment.
- If a timeslot is blocked out, you may not reserve it.
- If enabled, you may click the “Click to log on” line and make a reservation that starts immediately. Otherwise, click the timeslot you would like to start a reservation.

- Once a reservation has been made, you may cancel it by selecting it. This may be overridden by the instrument manager if deemed appropriate (i.e. the SEM, you may not cancel within 24 hours).