Instructions for requesting equipment/training on FOM

- Upon logging in, your homepage should look like this:

- 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.

- 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.

- 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.

- If a timeslot is blocked out, you may not reserve it.

- If enabled, you may click the red line indicating the current time 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).