FOM User Guide: Applying, Registering, and Using FOM

1. Go to [http://nano.wustl.edu/](http://nano.wustl.edu/)

2. Click on the "Getting Started" tab, and follow the instructions in the order they appear.

3. First, complete the Application Form and send to searsa@seas.wustl.edu

4. Then, complete the Registration Form (Wustl account holders will register as Wustl Users) and email to NRF-NNIN@wustl.edu

5. Finally, you’re ready to obtain your NRF User Key. You can access it via the link in the "Getting Started" tab, or you can find it as an icon on the home site [http://nano.wustl.edu](http://nano.wustl.edu) in the lower right.

6. Click "I am a new user."

7. Read User Policy, and click “I have read the policy and agree with its content“ accordingly.

8. If you are a Wustl account-holder, choose "Internal User." Otherwise, select External, and follow prompts. Choose a User Name, preferably your first and last name with a space in between, a password,* Discipline, Department, and Supervisor.

9. When you hit submit, you'll receive a Warning message that will ask you to enter your budget/account number and title of account.

9. When you choose "User Home" on the left panel, the instruments FEI Nova 2300 (SEM) and FEI Spirit TEM will appear as links, and you’ll be able to send an email to the Instrument Manager to request a training session.

10. While the first training session is typically two hours long, the duration of training sessions is user dependent; you will be approved as a regular 8-hour User once Management is confident in your ability to work independently on the microscopes. Only at that time will you be able to schedule your own time on the TEM/SEM.

11. To schedule time on the TEM or SEM (once you are authorized as an 8-hour user), click on Authorized Instruments, either FEI Nova 2300 or FEI Spirit TEM and a schedule, similar to the one on the following page will appear. Choose your preferred time, and follow the prompts.
12. **When you arrive** to the facility, **log on** with your **NRF User Key** and **Password** at [http://nnin.seas.wustl.edu/fomv2/welcome](http://nnin.seas.wustl.edu/fomv2/welcome)

**Important:** Once you have completed your session, do not forget to log out!

*If you forget your user name or password, select “I forgot my username or password” and enter the email address you used to register. If you don’t receive a software-generated email immediately, check to see if your email was filtered as SPAM. Try to find it in your "Junk Email" folder or add bounce@fom.server as a safe address and try again.*