

FOM User Guide: Applying, Registering, and Using FOM

1. Go to <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> 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.

Mon 03/09	Tue 03/10	Wed 03/11	Thu 03/12	Fri 03/13	Sat 03/14	Sun 03/15
Click to hide sessions from midnight to 09:00						
Kristy Wendt 09:00-10:00 No Show	Yunqian Dai 09:00-10:00	<u>09:00 - 10:00</u>	<u>09:00 - 10:00</u>	<u>09:00 - 10:00</u>	09:00 - 10:00	09:00 - 10:00
10:00 - 11:00	Claire Cobley 10:00-12:00	<u>10:00 - 11:00</u>	<u>10:00 - 11:00</u>	<u>10:00 - 11:00</u>	10:00 - 11:00	10:00 - 11:00
<u>11:00 - 12:00</u>		<u>11:00 - 12:00</u>	<u>11:00 - 12:00</u>	<u>11:00 - 12:00</u>	11:00 - 12:00	11:00 - 12:00
Yanyun Ma 12:00-13:00	Kristy Wendt 12:00-14:00	<u>12:00 - 13:00</u>	<u>12:00 - 13:00</u>	<u>12:00 - 13:00</u>	12:00 - 13:00	12:00 - 13:00
Meng-Yi Bai 13:00-14:00	For training	<u>13:00 - 14:00</u>	<u>13:00 - 14:00</u>	<u>13:00 - 14:00</u>	13:00 - 14:00	13:00 - 14:00
	<u>14:00 - 15:00</u>	<u>14:00 - 15:00</u>	<u>14:00 - 15:00</u>	<u>14:00 - 15:00</u>	14:00 - 15:00	14:00 - 15:00
Eun Chul Cho 14:00-17:00	<u>15:00 - 16:00</u>	QIANG ZHANG 15:00-17:00	<u>15:00 - 16:00</u>	<u>15:00 - 16:00</u>	15:00 - 16:00	15:00 - 16:00
	<u>16:00 - 17:00</u>		<u>16:00 - 17:00</u>	<u>16:00 - 17:00</u>	16:00 - 17:00	16:00 - 17:00
Kristy Wendt 17:00-18:00 For training	17:00 - 18:00	17:00 - 18:00	17:00 - 18:00	17:00 - 18:00	17:00 - 18:00	17:00 - 18:00
Click to show sessions from midnight to 09:00						

12. **When you arrive** to the facility, **log on** with your **NRF User Key** and **Password** at <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.