



Bob Wright Center A007
3800 Finnerty Rd,
Victoria, British Columbia
Canada, V8W 2Y2



Click on the Booking button on the AMF website.

The Advanced Microscopy Facility

Or go to <https://fom.uvic.ca> and click on “I am a new user”.

Select your user type (although “internal” appears to be pre-selected, you have to click on it before the registration form appears)

The screenshot shows a web browser window with the URL <https://fom.uvic.ca/fom/register>. The page title is "UVIC - FOM - User Registration". On the left side, there is a sidebar with the FOM logo (Facility Online Manager) and a timestamp: "Time on server Wednesday Nov 25 13:05:54". The main content area is titled "FOM New User Registration" and contains the text "Please choose:" followed by two radio buttons: "Internal User" (which is selected) and "External User".

Fill in the form. All fields are required.

The screenshot shows the same web browser window, but now the registration form is visible. The "Internal User" radio button remains selected. The form fields include: "Username:" (text input), "Password:" (text input), "Password Again:" (text input), "Category:" (dropdown menu with "Postdoc" selected), "Discipline:" (dropdown menu with "Select your discipline" selected), "Department:" (dropdown menu with "Select your department" selected and a link "My department is not listed here"), "Supervisor:" (dropdown menu with "Select your supervisor" selected and a link "My supervisor is not listed here"), "First Name:" (text input), "Last Name:" (text input), "Email:" (text input), "Phone Number:" (text input), and "Spam protection:" (text input with "562" and a prompt "Replace the number in this text box with the sum of all its digits."). A "Submit" button is located at the bottom of the form.

If your department or supervisor is not listed, select another one and contact the facility manager.

UVIC - FOM - User Registration

https://fom.uvic.ca/fom/register

FOM
Facility Online Manager

Time on server
Thursday Nov 26
11:07:17

FOM New User Registration

Please choose: Internal User External User

Username: stefano2

Password: *****

Password Again: *****

Category: Staff

Discipline: Materials (research)

Department: Engineering [My department is not listed here](#)

Supervisor: Herring, Rodney [My supervisor is not listed here](#)

First Name: Stefano

Last Name: Rubino

Email: stehm2@uvic.ca

Phone Number: 2508533968

Spam protection: 5 Replace the number in this text box with the sum of all its digits.

Submit

Facility Online Manager© 2004-2015 Northwestern University. All rights reserved.

Once you submit your registration information, you will be asked to add an account number.

UVIC - FOM - Message

https://fom.uvic.ca/fom/processRegister

FOM
Facility Online Manager

Time on server
Thursday Nov 26
11:39:05

You must add a valid financial Account Number before continuing, unless you are registering as a manager or a supervisor/assistant. [Click here to add Account Number](#)

If you are registering as a manager or supervisor/assistant, please close the window and inform your facility administrator so s/he can upgrade your user role.

Facility Online Manager© 2004-2015 Northwestern University. All rights reserved.

Please make sure you have a valid account number (ask your supervisor). It should be in the form of 2 numbers of 5 digits each, with the first one usually starting with 3.

UVIC - FOM - My Accounts

Update Financial Accounts

#	Research description Name	Account Number
---	---------------------------	----------------

Add a new account
Internal users must provide valid active financial account.

Research Description name: (You should type something like "Study of Bees" or XYZ facility Material Analysis)

Account number:
*External users may use Purchase Order number here.

Category:

Business Purposes/Description:

[Click here to go back to User Home](#)

Facility Online Manager® 2004-2015 Northwestern University. All rights reserved.

You can several accounts, if you wish.

UVIC - FOM - My Accounts

Update Financial Accounts
Account 36352-52300 has been successfully added to the system.

#	Research description Name	Account Number
1	Herring research	36352-52300

Add a new account
Internal users must provide valid active financial account.

Research Description name: (You should type something like "Study of Bees" or XYZ facility Material Analysis)

Account number:
*External users may use Purchase Order number here.

Category:

Business Purposes/Description:

[Click here to go back to User Home](#)

Facility Online Manager® 2004-2015 Northwestern University. All rights reserved.

Once you have added at least one account, you can access the user-home.

The screenshot shows the UVIC - FOM - User Home web interface. The browser address bar displays <https://fom.uvic.ca/fom/userhome>. The page title is "UVIC - FOM - User Home".

Authorized Instruments (Click to view schedule)
No instrument available. Click instrument name on right side to apply new instrument.

Available Instruments (Click to request training or usage approval)
Select or type to search
CAMTEC
Resources in this facility

- AMF - (prep) Ion Miller
- AMF - (prep) Plasma cleaner
- AMF - (prep) Sputter Coat AuPd
- AMF - (prep) Sputter Coater C
- AMF - (prep) UV cleaner (SEM)
- AMF - (prep) UV cleaner (TEM)
- AMF - FIB Hitachi FB-2100
- AMF - SEM Hitachi S-4800
- AMF - STEHM Hitachi HF-3300v
- AMF - TEM Hitachi H-7000
- Christie Lab - Olympus BX 61W
- FIPS - AFM
- FIPS - Dandfield Microscope
- FIPS - Raman Microscope
- Nahmney Lab - Jeol JEM 1400
- Nanofab - EBL
- Nanofab - VASE
- Test - Test Instrument
- Training - Biosafety
- Training - Laser Safety
- Training - WHMIS

Time on server
Thursday Nov 26
11:45:35

» stefano2 - Home
» Instrument sched. v
» Collaborate & Service
» Purchase Supplies
» Documents
» User Report
» My Profile
» My Accounts
» Contact Manager
» Logout
» User Forum

Facility Online Manager© 2004-2015 Northwestern University. All rights reserved. Number of online users: 3

To apply for training on any of the available instruments, click on the appropriate link in the right column. An email will be sent to that instrument manager who will in turn arrange for training and instrument access.

You can find more information on the FOM user guide:

https://fom.uvic.ca/fom/pdfs/FOM_User_Manual.pdf