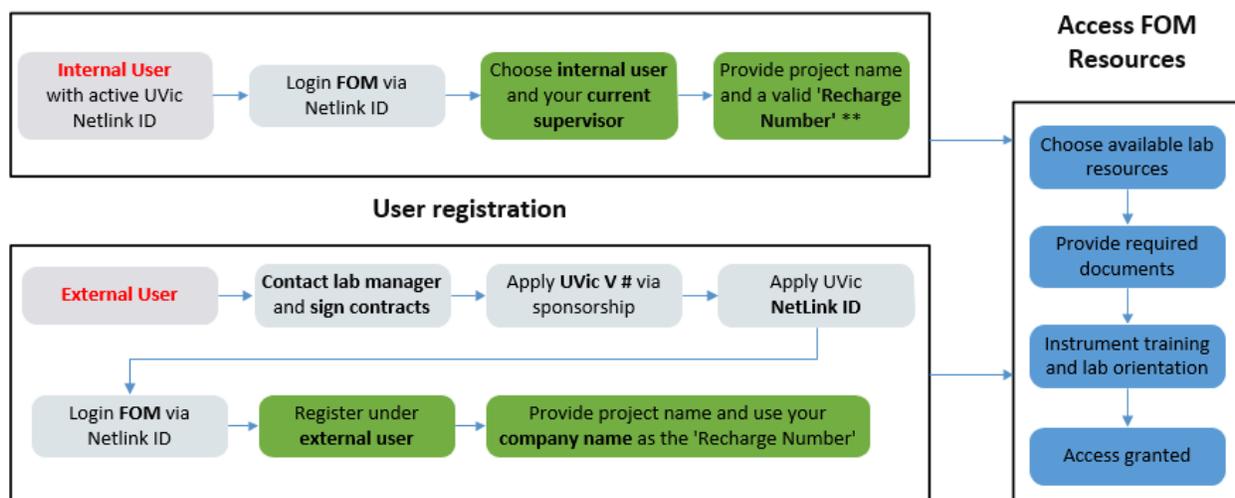


## Access CAMTEC Facilities via FOM General User Guide

Latest update: 2022-02-15

The [Centre for Advanced Materials and Related Technology \(CAMTEC\)](#) encompasses open user research facilities. This document provides general information on how to access the CAMTEC facilities via [UVic Facility Online Manager \(FOM\) system](#). CAMTEC resources and facility accesses are managed by the FOM system. Active FOM users have access to the CAMTEC online resources (e.g. equipment, lab) after they are granted access privileges. The diagram below shows a general procedure, on how to access CAMTEC resources.



**\*\*Note:** *Internal* 'Recharge Number' is the supervisor's UVic FAST account number. The recharge number has to be valid that comes from the user's current supervisor and in the format of "FUND-ORGN". For example, "30000-50000" (10 digits, without quotation marks and spaces).

The user is responsible to inform the lab managers in the case of switching to a different supervisor or change of recharge number information.

For external users, use the full name of your organization as the 'recharge number'.

For users who have multiple supervisors and different roles, follow the procedure under the section **#4**.

### 1. UVic NetLink ID

All current UVic internal users (faculty/staff/student/post docs/research associate etc.) should already have NetLink ID. The UVic users can access the FOM system by simply login with their NetLink ID. FOM link: <https://fom.uvic.ca/fom/>

For external users (academic/government/commercial/individual users), the UVic NetLink ID can be applied through the [UVic sponsorship process](#).



## 2. UVic Affiliation via Sponsorship

For external users, the external users have to contact the lab manager first. All external users are required to sign an “external user agreement form” and to sign a lab contract (if applicable). Then, the individual can apply for a UVic V-number via [Affiliate Identity Management System](#) (AIMS), by filling out all the required fields in the online AIMS application form.

- The sponsor can be a person’s academic affiliate at UVic (e.g. a UVic faculty or a staff).
- The CAMTEC facility Directors or Lab managers can also be the sponsor. The CAMTEC staff contacts are listed on the CAMTEC [staff page](#).
- The sponsor will receive a confirmation email, upon the sponsor’s confirmation and approval, the affiliate will be assigned with a unique V-number from UVic computer helpdesk. Then, the client can apply for a NetLink ID through the [UVic NetLink ID Page](#) using the given V-number. With an active NetLink ID, the person can access many UVic resources, such as email, library, service and other resources.
- Sponsor will have to send a note or a request to ask UVic helpdesk to manually add the external client to the Brightspace, so that the person can take OHSE self-enrolled online safety courses (if required).

## 3. FOM Account Registration

New users logging onto FOM with their UVic NetLink ID will be asked to register under their user category accordingly. FOM has two user categories: internal and external user.

### 1. Internal Users (UVic users)

- Register under the internal user category
- Choose your current supervisor
- Provide a ‘recharge number’ in the second step registration
  - It is your supervisor’s valid 10 digits FAST account number. Please ask your supervisor if you do not know your project’s FAST account number. Put the recharge number in the format of Fund-Orgn, e.g. 30000-50000.

### 2. External Users (Non-UVic users)

- Register under the external user category
- Provide your UVic V#
- You can use your institution’s/company’s/individual’s full name as your ‘recharge account’ in the second step registration
- Please provide your institution’s or company’s financial contact(s) to the lab manager(s) for billing propose if you haven’t already.

If your user profile changes, such as if your supervisor changed, user class changed etc., please inform the lab manager(s) who should be able to make a change to your FOM user profile. The users can also manage their ‘recharge number’ under the ‘My Accounts’ page.

## 4 User With Multiple Supervisors And Different Roles

### 4.1 *User who has more than 1 supervisor*



For the user who works for two (or more) supervisors (commercial companies) and the charges are paid by different accounts/supervisor, the user **must** register separate FOM accounts under each corresponding supervisor. The 'recharge number' must match with the user's supervisor, as the charges will be applied automatically to each supervisor based on the user's FOM usage logs. The users are responsible to log in their correct FOM account accordingly.

In a case that the user works for both academic and commercial supervisors, the user **must** register two FOM accounts, one under 'internal user' and another under "external user" on the new user registration page.

The user can register the second FOM account with "[Click here if you do not have a UVic NetLink ID](#)" option on the FOM welcome logon page. Then, choose "[I am a new user](#)".

The users also have to inform the corresponding lab managers if the users would like to have the same access privilege with their different FOM accounts. No extra trainings and documents are required if the user already have them with one of their FOM accounts.

#### 4.2 Facility/instrument manager who has more than 1 roles.

For a facility/instrument manager, who performs paid work for different users, the best approach is to choose "for paid service" work in FOM, then choose the corresponding FOM user. The facility/instrument should have a user account that has a user fee and supervisor associated if the facility/instrument manager also does the work other than managing equipment. The associated supervisor will be get charged if applicable.

### **5. Application to Equipment and Lab Access**

After successful FOM account registration, the user can apply for the equipment/lab access on the user's home page by clicking on the available resource's name. If you don't know or can not find which resource to apply, contact the lab manager or ask your colleagues who use FOM.

- After you submit the equipment training/access application, logout from your FOM account and login to your FOM account again, this refreshes the user's FOM account on the FOM server side.
- On the user's homepage, the user will see a popup window that shows all the required documents with respect to the resources that a user just applied. The user won't be able to access the corresponding resources if any of the required documents is missing.
- The corresponding lab/equipment manager will contact the user to setup a training session.
- The lab/equipment access will be granted by the corresponding lab manager after successful completion of the training.

### **6. Equipment and Lab Door Access**

- Equipment

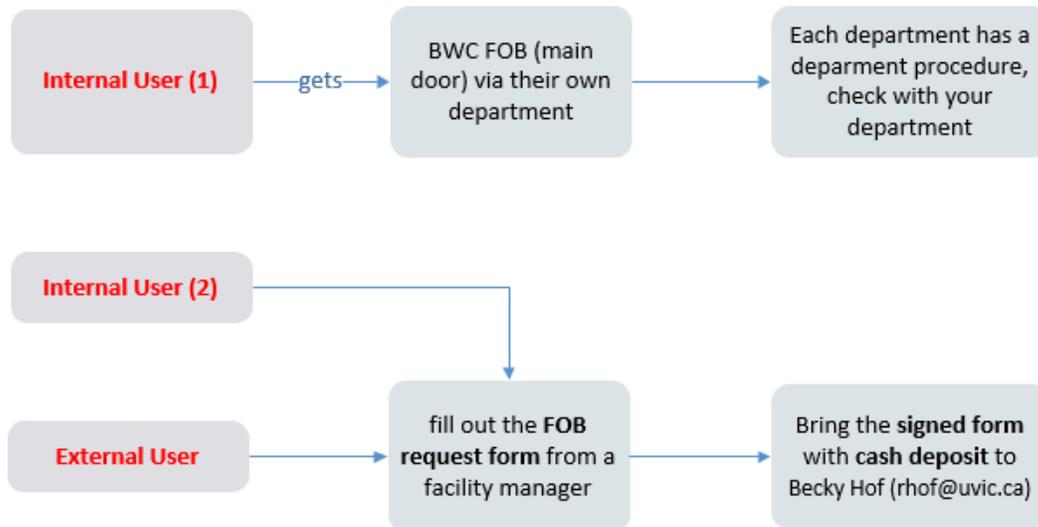


- The user will be granted either daytime (9am-5am) or anytime access by the lab manager. Then, the user can reserve the resource on their own via the FOM calendar. Note that some equipment requires the user to logon to or logoff from their reserved sessions, some equipment is configured with automatic logon/logoff functions and some equipment require a different way to logon. This should be covered in your training session.
- Lab door
  - All CAMTEC facilities (except Petch 041) have digital locks that can be unlocked with your UVic ONECard. If a user has any equipment/resource access in a lab, the user's ONECard access will be granted accordingly (daytime 9-5 or anytime access). Most labs require the user to have a valid safety certificate before they can access the lab via ONECard. Once the safety certificate in FOM expires, the ONECard access will be revoked right away. ONECard can be obtained through the [UVic ONECard office](#). It takes about 24 hours to active the ONECard once the lab access is granted.
  - To access Petch 041 (DNA/Proteins/RNA/PCR), [Becky Hof \(rhof@uvic.ca\)](mailto:rhof@uvic.ca) will provide you with a signed form to take to the Department of Biology main office to get your keys.

## 7. Building Access

- The buildings are open during normal working hours during weekdays.
- Some campus buildings are locked during holidays and weekends. **If you need after hour access**, the external user can access a CAMTEC facility through the Bob Wright Centre (BWC) building. The facilities in Petch and Elliot buildings can be accessed through the second floor's BWC to Petch pathways with BWC fob. Internal users from Science and Engineering department can apply for a FOB from their Department's office. Each department has a procedure to sign out FOB, you have to check with your department.
- The external user and internal users (not from Science and Engineering department) can get a BWC FOB through CAMTEC via [Becky Hof \(rhof@uvic.ca\)](mailto:rhof@uvic.ca). The users are required to bring both the key request form (with a facility manager's signature), and key deposit fee (\$50/fob) to Becky.

**Important note:** The BWC fob is signed to the authorized individual user for their access ONLY. Do not lend the FOB to other people. In case of a lost FOB, please contact the Becky or the appropriate department as soon as possible. Building access is logged and may be checked. In cases of a misused FOB, the building access can be revoked. In serious misuse cases, CAMTEC facility access can be revoked.



*\*\*Note: Internal user (1) who from Science and Engineering department can request FOB from their department office. The internal users (2) can request the FOB from CAMTEC (since their departments may not have BWC FOB).*