



# Facility Online Manager - Internal User Registration

*March 15, 2016*



MICHIGAN ENGINEERING

MICHIGAN CENTER FOR MATERIALS CHARACTERIZATION

# Facility Online Manager

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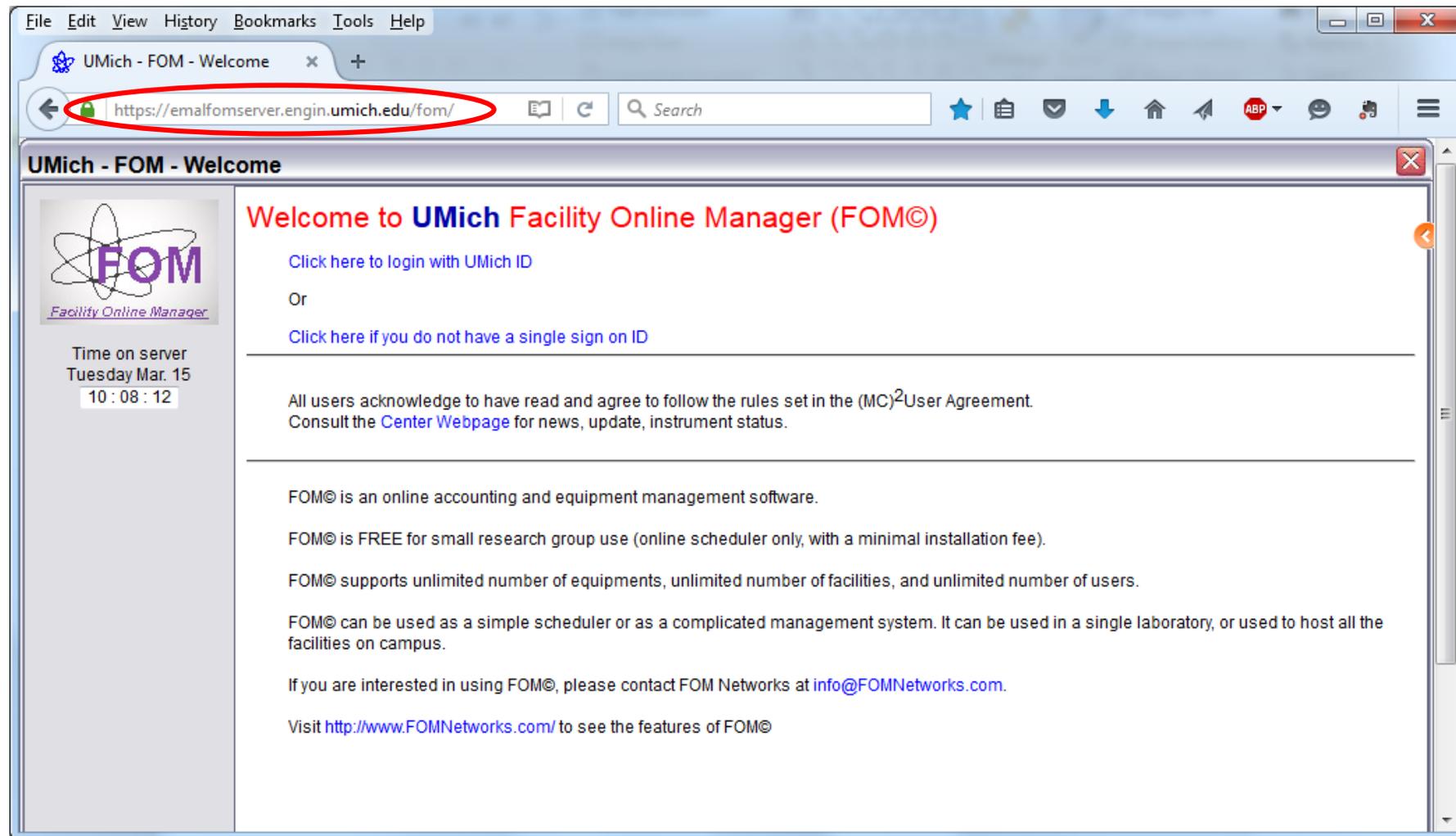


(MC)2 is transitioning away from the current online booking and scheduling system. The new system is FOM (Facility Online Manager) and will be rolled out starting March, 2016. Unlike the previous system, FOM will physically lock out lab equipment until the proper login credentials are supplied.

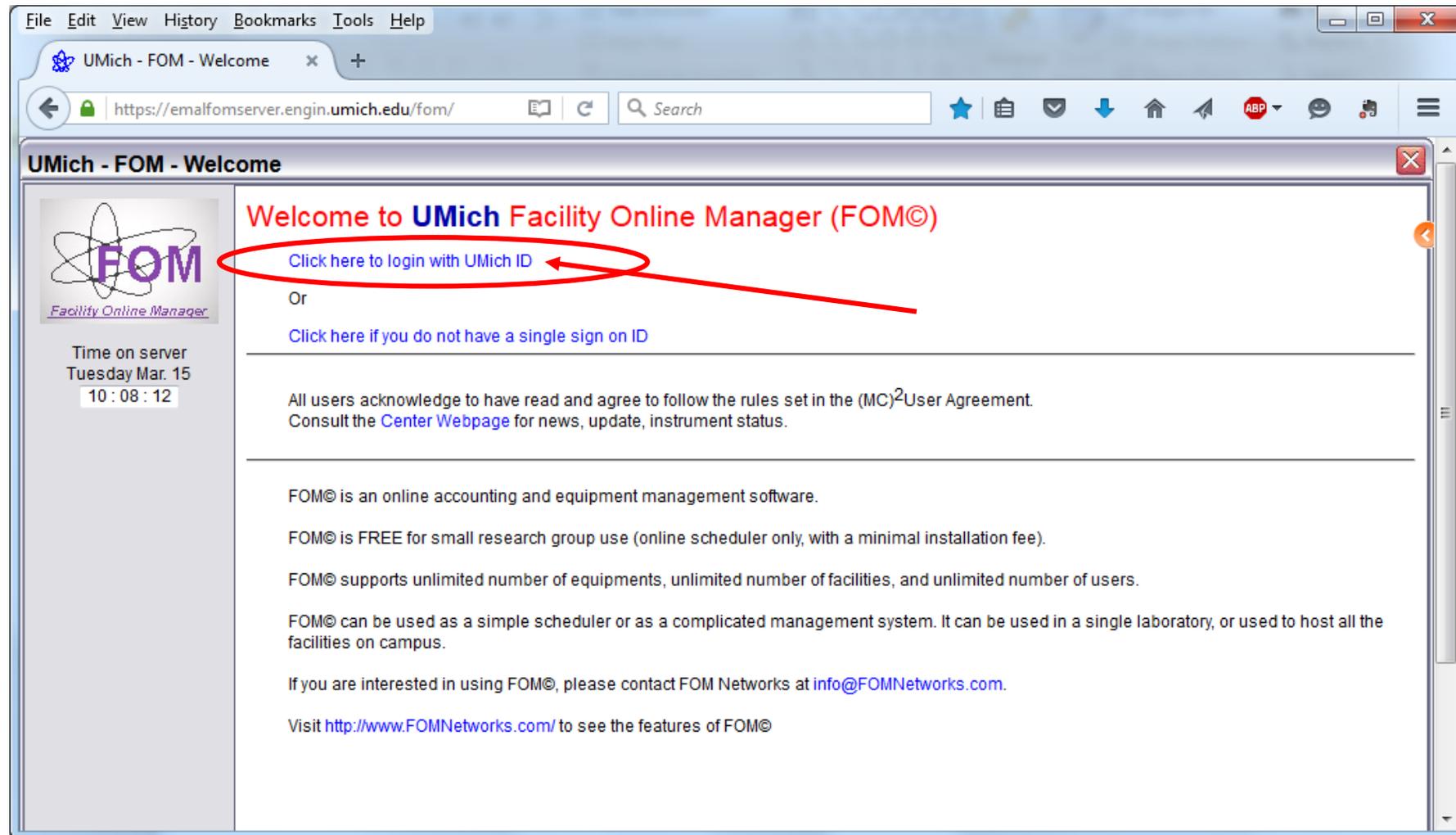
Every user will need to create their own user account as outlined in this document before logging into lab equipment. Registration only needs to be done once.



To access registration and scheduling, go to <https://emalfomserver.engin.umich.edu>



To create your account, click “Click here to login with UMich ID”



You will be taken to the UM weblogin page. Log in with your UMID. You might be taken to a UM page asking for your approval to link FOM to your UMID. Please grant approval.

The screenshot shows the University of Michigan Weblogin page. At the top, there is a dark blue header with the 'M' logo and the text 'WEBLOGIN UNIVERSITY OF MICHIGAN'. Below the header, the main content area is white. On the left, there is a section titled 'Authentication Required' with a sub-header 'Need a Login ID?' and a link 'Create a Login ID now.'. Below this is a section titled 'Important Security Tips' with two bullet points. On the right, there is a light gray login form with fields for 'Login ID' (containing 'UM Unique ID') and 'Password' (masked with dots). There is a 'Log In' button, a 'MToken' button, and links for 'Forgot your password?' and 'Login Help'.

## Authentication Required

Please enter your Login ID (username or Friend ID) and password to continue.

### Need a Login ID?

[Create a Login ID now.](#)

### Important Security Tips

- U-M will **never** send you an email asking for your password. [Learn more about phishing scams.](#)
- Before entering your UMICH password (Level-1) on a web page, check that the page's web address/URL begins with <https://weblogin.umich.edu/>

Login ID

Password

► MToken

Log In

[Forgot your password?](#)  
[Login Help](#)

After logging in, FOM will take you to a one time User Policy agreement page.

**User Policy**

Just one more step to go  
You must read the following page before continue.

[Additional information before registration](#)

**1**

**2**

**3**

**User Policy**

Just one more step to go  
You must read the following page before continue.

[Additional information before registration](#)

**I have read the policy and agree with its content / Continue**

**I disagree / Cancel.**

**Policies**

Michigan Center for Materials Characterization (MC)<sup>2</sup>

Users are individuals who are trained by Center Staff to use the Center and with a valid shortcode or account approved by the User Supervisor. ONLY INDIVIDUALS are allowed to use instruments in the Center, non-users may observe but are not allowed to use instruments.

The User acknowledges that he/she has

- Completed basic laboratory safety training before using any instruments in the Center and understands the responsibility (see <http://www.oseh.umich.edu> or your University's equivalent website).
- Understand the safety requirements as stated by the University of Michigan.
- Read and understood the User Handbook(s) for the instruments they use.

**Rules of conduct**

The User agrees:

- To follow the facility's Standard Operating Procedures (including wear of PPE).
- To follow the instructions of the Center staff and Center Manager.
- To the presence of the cameras before they are allowed access to the facility. Instrumentation with remote users and also for teaching and outreach activities is recorded for security purposes. So, please remember that you may be visible on all of our security footage (which is typically kept for about 1 month).
- To report any violations of the rules, guidelines, or verbal instructions.
- To abide by any measures to assure that the facility remains secure. This includes leaving in un-authorized users in the Center, leaving doors open or unlocked.

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**QUICK LINKS**

- Instrument Scheduling (except triboindicator: see Quick News and Update)
- Instrument Status
- Seminar Schedule
- Inquiries

## Important Note:

Currently the (MC)2 user policies page is displaying as a blank page on Firefox and Chrome. Safari works fine. If the second page in the above sequence is blank, you may just close it to proceed **provided** you navigate to <http://mc2.engin.umich.edu/lab-use/policies/> and read the policies. Any use of the equipment implies full agreement!

Enter the appropriate information in the following page and press the “submit” button. If your department or supervisor are not listed, they can quickly be added by clicking the relevant link.

**FOM New User Registration**

Net ID:

Category:

Discipline:

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

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

First Name:

Last Name:

Email:

Phone Number:

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.

You'll now be directed to a page to add your research account number (shortcode). Once complete, you are a full user and can schedule time or log on to a system.

#### Update Financial Accounts

#	Research description Name	Account Number	Is Active?	Set as default
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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: Choose one

Business Purposes/Description:

Add this account

If you have any issues, questions or concerns, please find an (MC)2 staff member to help get you on the right track.

