

How to start using FOM scheduling tool

From a non-instrument computer, visit fom.gmu.edu

Choose to login with GMU Net ID



Sign in through the Mason SSO prompt + Duo

Fill out the remaining fields and click “Submit”

User Class: Internal User External User

Login Name:

First Name:

Last Name:

Email: @gmu.edu

Phone Number:

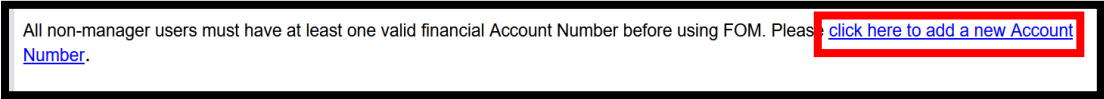
Category:

Discipline:

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

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

Click the link to add a new Account Number



When you log back in, FOM will require you to add an account number. There are currently no fees associated with equipment usage, so for now, **use your PI's name as the account number.**

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

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

Account Number: 999999
Internal users must provide valid Account Number.

Category: Biomedical

Business Purposes/Description: Example Description

Add this account

You should then see a list of available resources on the right. Select the desired instrument from the list:

Available Resources (Click to request training or usage approval) [Hide this section](#)

Select or type to search

- BRL

- Biacore 1k+
- Cytek Aurora Cell Sorter
- Cytek Aurora Flow Cytometer
- Discover Echo – CELLCYTE X

Select a fee structure that describes your use, and include a message to the approvers.
NOTE – If you have an error when submitting, try adding multiple lines of text to the message.

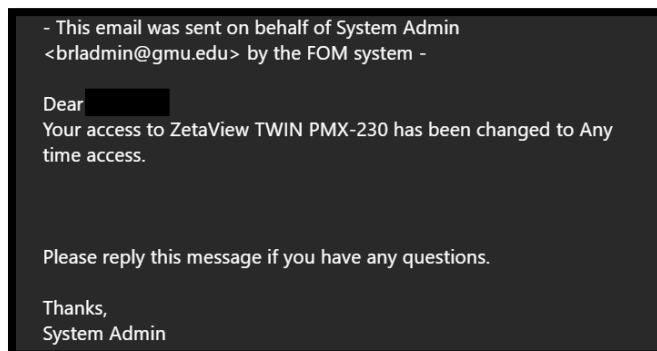
Select the option that best describes you: Internal

Message to instrument managers:

Apply Cancel

After requesting access, you will need to wait until you receive the email notifying that your access to the instrument has been approved:

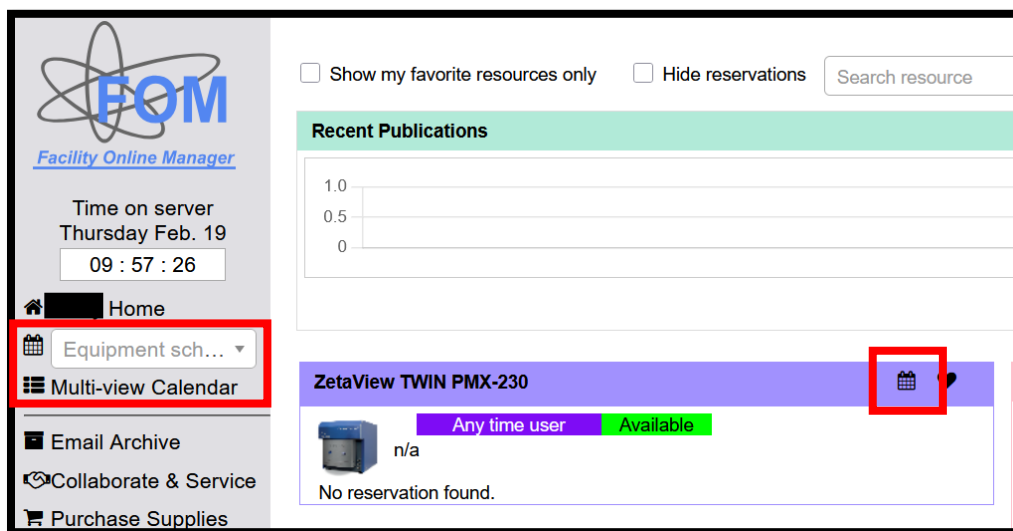
Please reach out to BRL operations or lab manager to check on your approval.



After you have approval for usage, you can schedule time on instruments to reserve them. Alternatively, you can express logon at the instrument to start using it immediately, as long as nobody else has reserved it at that time.

To reserve time, log back in and you should now see the instrument on your home page. There are a few different ways to access the equipment calendars:

- On the sidebar, click the 'equipment scheduling' dropdown menu and choose
- On the dashboard, select the calendar icon for the desired equipment
- On the sidebar, select Multi-view Calendar

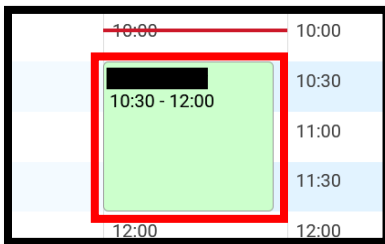


Select a start time by clicking the instrument's calendar, then select a financial account and a reservation end time, then click Reserve. You can extend your session from the instrument computer.

New reservation

Resource: ZetaView TWIN PMX-230
User: ██████████@gmu.edu
Fee structure: Internal
Access Level: Any time user
Financial account: Example Name ▾
Reservation: 2/19 10:30 ▾ - 2/19 12:00 ▾
Estimated cost: 0
Usage Comment:

To cancel or change your reservation, click the block on the instrument's calendar:



Logon Cancel reserved time Close

NOTE - Clicking **logon** will initiate your session now, cancelling will remove the block entirely.