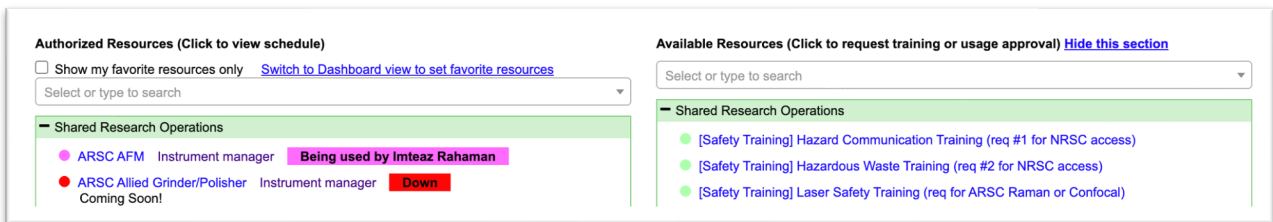


How to request a training

Training requests are easy with FOM, saving everyone time and paper. Training still requires your supervisor's confirmation, however, now it will all be done electronically.

Log in to FOM at fom.msec.txstate.edu.

After you log in to the FOM system with your TXState credentials, you will find two lists of equipment on the User Home page: the left list shows the equipment you are trained and cleared on (Authorized Equipment), and the right lists equipment available for training (Available Equipment).



Click on the name of the proper piece of equipment. Some equipment requires additional training, and you will see a message window pop up. In this case, you should select the corresponding training from the same list.

Remember, you must be an active ARSC user to be able to request training. Otherwise, you will receive a 'Confirmation required' message instead of the following dialog.

In the window that appears, select what type of project you have. In most cases, if you have not been instructed by your supervisors that you are working on an **external** project, you should select **internal** from the drop-down menu.

- Enter the class/project name and supervisor name, who will then confirm you need access to this equipment.
- Select your preferred time slots for training. SRO staff must coordinate among 3 different schedules: yours, ours, and the shared piece(s) of equipment. Hence, please check ALL boxes for a time you are available to START a ~2hr training session so we can get you trained and qualified on the equipment in a timely fashion.

The 'New User Application Form' dialog box contains the following fields and options:

- Apply to use new equipment: ERSC Contactless Mobility
- Contactless Mobility
- *** Please specify which project this training is for ***
- *** Please provide your preferred time(s) for training ***
- Select the option that best describes you: [- select one -]
- Select project: [- select one -]
- Time slots: 8:00, 9:00, 10:00, 11:00, 12:00, 13:00, 14:00, 15:00, 16:00
- Days: Monday, Tuesday, Wednesday, Thursday, Friday
- Message to instrument managers: [Text area]
- Buttons: Apply, Cancel

In the case of classes, group trainings could be announced at specific times. We will request confirmation from your supervisor or class teacher ourselves.

Please consider the ARSC is very busy during the semester, and your training request will be added to the queue.

After submitting this form, you will get a confirmation window and confirmation email. The ARSC Trainer will contact you to determine/confirm the exact training day and time.