ChemFOM Registration Instructions
12 Feb 2019; ND

ChemFOM Registration Instructions for the NMR Lab:

To register, you will need:

- Your completed NMR Financial Authorization Form turned in to Nikki
- Your campus NetID (the part of your campus e-mail address in front of @illinois.edu).
- Your group CFOP account number to which NMR expenses are billed (including any sub-project number).

Click on the link below to get started and declare (and remember) a password for yourself. We do not issue passwords for ChemFOM; you create them. Go here:

http://fom.scs.illinois.edu/fom/

- … and then click on "**I am a new user**". Select "**Internal User**". Your Username MUST be your campus NetID.
- Answer all the other questions accurately and you may use any e-mail address and phone number (cell preferred) you like.
- Proceed to the panel with "Category" and just leave it as "Choose One".
- Declare an account number (omit all hyphens) and then select "Set as Default" in the upper right corner.
- Return to the user home page.
- **Select ONLY the SUNDS.** Nikki will take care of your other instrument permissions. Pay no attention if one of your instruments is not even listed. But, make sure you select the **SUNDS**.
- When asked "Please tell the instrument manager your preferred time(s) for training" simply type "none".
- When you're done, logout, and you will receive an e-mail acknowledging your request (and so will Nikki).

This procedure creates an instrument user REQUEST for each individual. Nikki will review and approve each and every instrument request based on our records. You can use any browser on any campus computer to register. If you are off-campus, use a VPN connection. If you don't register, you will be unable to use NMR instruments.

You might enjoy the video on the ChemFOM product located at: http://www.fomnetworks.com/