



How to Register as an EMC User through FOM Networks



1. Navigate to <http://emcore1.col.missouri.edu/>
2. Click on “Click here if you do not have a single sign on ID”

3. Click on “I am a new user”

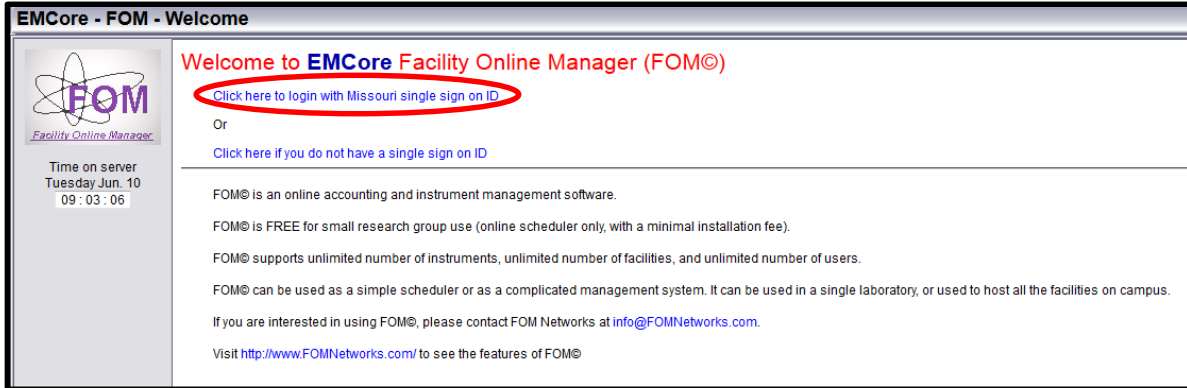
4. Enter your information
 - USERNAME/password = pawprint/password
 - If department/supervisor aren't listed, please send email to Tommi via the system.
5. When it requests “Account Number”, please enter the MoCode you wish to use. Descriptive name can be a nickname you give to that MoCode, which you will see when reserving appointments (alternatively, you can just list the MoCode again).
6. Registration is complete. EMC staff will respond to your request.



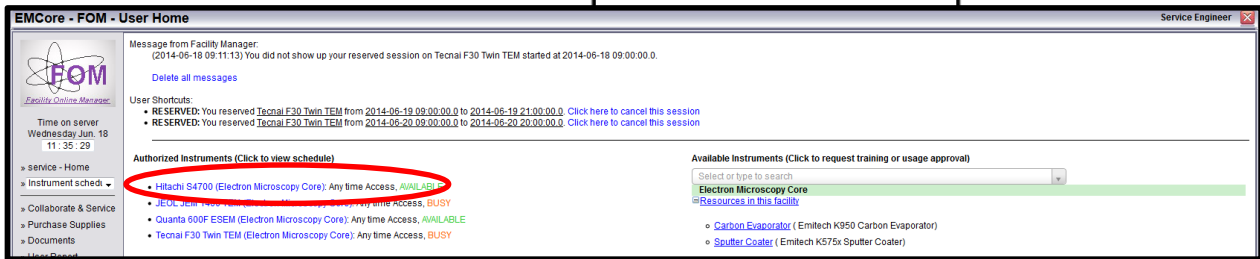
How to reserve instrument time through FOM Networks



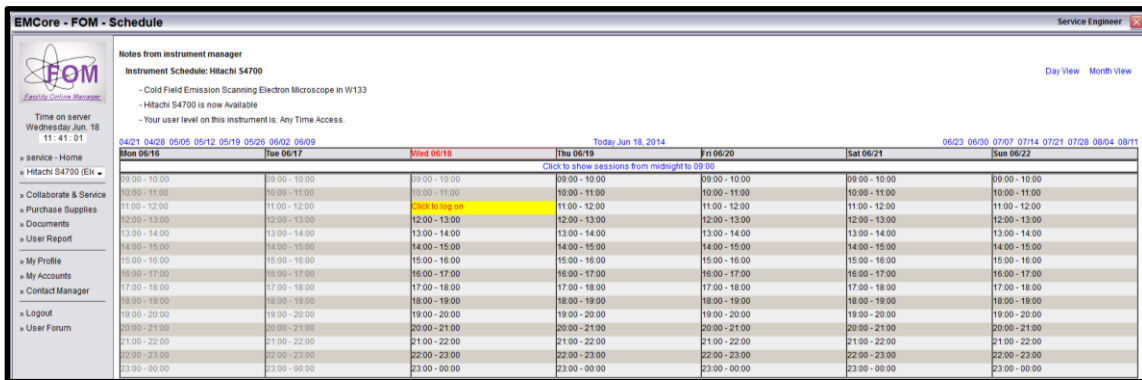
- Once you are an approved, registered user (please see "Registering as a new user"), you will be able to reserve your instrument time.
- Navigate to <http://emcore1.col.missouri.edu/>
- Click on "Click here to login with Missouri single sign on ID"



- Enter your information
 - USERNAME/password = pawprint/password
- Select the instrument you wish to reserve time on (note: Only instruments you have access to will be listed)



- Select Instrument to see appointment calendar and click the date/time you'd like to reserve.



- Select the following and Click "Reserve"
 - MoCode that you wish the charges to be billed to
 - Reservation time start and end
 - additional microscope components needed
 - Manager assistance.
- Your appointment should be reflected on the calendar
- When you arrive at the EMC, log into FOM to activate your session.
- When you are finished, log off FOM.