



Any issues with FOM should be addressed to clfom@civil.columbia.edu, general Carleton Lab questions should be addressed to carleton@civil.columbia.edu.

Before you create a new FOM account, email carleton@civil.columbia.edu with the subject line “Carleton Lab FOM New User” and provide approximately 5-10 sentences describing your material/specimen(s), type of experiment(s) you wish to conduct, and the goal(s) of your experiments. Also estimate the duration (e.g. until June 1) and frequency (e.g. twice per week) of your experiments. Lab Staff will review this information and help you select the best instrument(s) for your experiments. **Failure to include this information will result in delays in approval.**

Registering a new account in FOM

1. Using a web browser, navigate to <http://fom.civil.columbia.edu/fom/>
2. Click on “I am a new user”

3. Select “Internal User” for your User Class and then fill in the rest of the form. It is recommended that you use your UNI as your login name. You’ll need to enter your password whenever you use an instrument, so it is recommended to keep it memorable. Your email address must be a @columbia.edu address. Your supervisor should be the PI on the research project. If your Department or PI is not listed, please click the link next to the field and fill out the form - put clfom@civil.columbia.edu in the “Email of a manager” field.

FOM New User Registration

User Class: ☒ Internal User ☐ External User

Login Name:

Create Password:

Password Again:

First Name:

Last Name:

Email:

Phone Number:

Category:

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

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

Your PI

2 + 4 + 1 = ? Add the three numbers and enter the answer.

- You will be sent a verification email from clfom@civil.columbia.edu. After you verify your email, you will be asked to log in. After your first log in, you will be asked to provide a valid financial account, this is the Columbia Chartstring that will be charged for usage; your PI will have this information.

Add a new account

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

Department Number: Chartstring Department Number (7 numbers)

PC Business Unit: Chartstring Business Unit (5 letters, typically GENRL or SPONS)

Project Number: Chartstring Project Number (2 letters, 6 numbers)

Activity Number: Chartstring Activity Number (2 numbers)

Initiative: Chartstring Initiative (5 numbers)

Segment: Chartstring Segment (Typically the PI UNI, or 0000000)

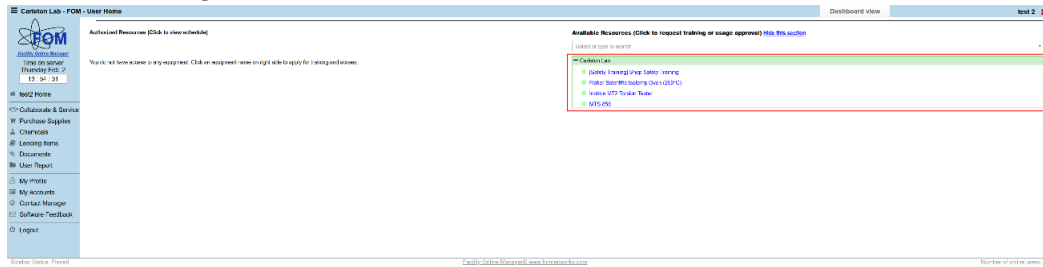
Fund Code: Chartstring Fund Code (2 numbers)

Category:

Business Purposes/Description:

- If you are working on multiple projects with different Chartstrings, you can add additional accounts and manage them from the "My Accounts" tab. **Each time a Chartstring is added, the PI will be emailed for approval/verification, which must be granted prior to using the Chartstring.**
- From the "Home" tab, select "Carleton Lab" to expand the dropdown menu to view available instruments. Click on the instrument you are interested in using. In the drop-down menu select either **CEEM (use this if your Chartstring Department Number is 5212105) or non-CEEM. Do not select any of the other options.** In the message box, provide a brief description of the test you intend to run and your availability for a 1-hour training session. Lab Staff will contact you to

schedule training session.



New User Application Form

Apply to use new equipment Allied High Tech TechPress 3 Mounting Press

Used to prepare samples for polishing and microscopy.

2-in diameter mold

Molding Pressure: up to 4500 psi (310 Bar)

Curing Temperature: 0-200 °C (32-392 °F)

Curing Time: 0-100 minutes

Cooling Time: 0-100 minutes

Select CEEM or Non-CEEM

Select the option that best describes you:

Message to instrument managers:

Apply

Cancel