



## Billing System (**MUMMS**)

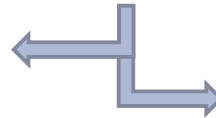


Account number for billing  
Safety & access requirements



## Reservation System (**CORAL**)

Reserve machine time  
Engage (use) machines



Check tool status  
Report problems  
Communicate results

# Getting Started – Tutorial (1)

1. Go to: <https://nanolms.mit.edu/mumms>
2. Click “register”
3. Fill in your name
4. Select “Fab.nano” and any other services
5. Click Next

that's an "L"

### MTL-NANO Member Registration - Basic Info

Please provide the following information. Fields marked with an asterisk (\*) are required.

First Name.\*

Joerg

Last Name.\*

Testing

Are you currently an MIT student, postdoc, staff member, or faculty member?

Yes  No

Please check the boxes for all labs that you need access to.

If you just need **MUMMS/Cost Recovery web access** then leave all boxes unchecked.

- CryoEM**  
MIT-NANO CryoEM
- CryoPrep\_M**  
MIT-NANO CryoPrep\_M
- EBL**  
Electron Beam Lithography Laboratories
- Fab.nano**  
MIT Nano Fabrication Laboratories
- LEAP**  
Laboratory for Education and Application Prototypes
- MTL**  
Microsystems Technology Laboratories
- PalaciosLab**  
Professor Tomas Palacios Research Laboratories

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## Getting Started – Tutorial (2)

1. Select “Access to Building 12 Fab.Nano Laboratories” and any other services needed
2. Click next

### **Feeling lost & confused?**

No need to be greedy or worried... you can add and remove services as needed without any problems, and removing then adding won't “reset” the prerequisites or make you do any extra work.

#### MTL-NANO Member Registration - Lab Service Selection

##### Fab.Nano

###### Required Services (check at least one)

Access to Building 12 Fab.Nano Laboratories	<input checked="" type="checkbox"/>
Access to Building 39 2nd Floor Fab.Nano Laboratories	<input type="checkbox"/>
<i>*Requires Login Access to MTL Computers (will be automatically assigned to you).</i>	
Access to Building 39 4th Floor Fab.Nano Laboratories	<input type="checkbox"/>
<i>*Requires Login Access to MTL Computers (will be automatically assigned to you).</i>	
Access to Building 39 5th Floor Fab.Nano Laboratories	<input type="checkbox"/>
<i>*Requires Login Access to MTL Computers (will be automatically assigned to you).</i>	
Access to Building 39 Fab.Nano Packaging Equipment	<input type="checkbox"/>
<i>*Requires Login Access to MTL Computers (will be automatically assigned to you).</i>	

###### Implicit Services (automatically assigned to you)

Remote Use of Fab.Nano services	<input checked="" type="checkbox"/>
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## Getting Started – Tutorial (3)

1. Select a suitable research area and material
2. Click next
3. Enter your **cost object**  
your supervisor  
your email  
your department

#### MTL-NANO Member Registration - MIT Info

Cost Collector Id:\*  
1234567  
*This is also known as 'MIT Charge Account Number' or 'Cost Object Id'. This is typically provided to you by your Supervisor.*

Supervisor:\*  
Gnmard, Dennis

Are you an administrator for this supervisor?  
 Yes  No

Your Campus Username:\*  
joscholv  
*This is your Kerberos username.*

Your Contact Email Address:\*  
joscholv@mit.edu

Your MIT Department:\*  
Not Listed

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The cost object is **necessary for billing**. You can't proceed without one. Your supervisor needs to provide it to you.

# Getting Started – Tutorial (4)

1. Follow links to prerequisites, join training group  
Orientation is this (link goes to signup)
2. For New-to-fab users  
The 6.152 requirement is day-2 of the orientation  
(not required for existing users, those with prior experience, or if you actually took 6.152.  
The day-2 offers a hands-on“Quick-Start”  
Contact Scott Poesse for sign-up)
3. You can always add more services  
if you forgot to add them earlier, or remove  
services you don't need  
(Prereq's won't reset or make you do everything twice)

Fab.Nano  
Access to Building 12  
Fab.Nano Laboratories remove

Status: Pending as of 07/30/2019

Prerequisites: Not Completed Hide Details

- ✗ MIT.nano Emergency Preparedness - General - You have not completed your EHS MIT.nano Emergency Preparedness requirements.
- ✓ Chemical Hygiene - You have completed your EHS Chemical Hygiene requirements.
- ✓ Hydrofluoric Acid - You have completed your EHS Hydrofluoric Acid requirements.
- ✓ Managing Hazardous Waste - You have completed your EHS Managing Hazardous Waste requirements.
- ✗ MIT.NANO Orientation - You have **not** completed your EHS MIT.NANO Orientation requirements. Go to the Fab.Nano Training Group and click **Join Group** to access training requirements.
- ✓ 6.152J Course Completion - You have completed the course 6.152J or equivalent.
- ✓ Fab.NANO Chemical Hygiene Plan Signature - You have completed your EHS Fab.Nano Chemical Hygiene Plan requirements.
- ✗ MIT.NANO Cleanroom Training - You have **not** completed your EHS MIT.NANO Cleanroom Training requirements. Go to the Fab.Nano Training Group and click **Join Group** to access training requirements.

Charge Categories: All charges are allocated. Show Details

## Add Services

Choose a service to add

Access to Building 12 Cryo Facilities

Add