West Camus Imaging Core FOM Registration

Internal Users:
Yale researchers please follow the steps below for Yale FOM account setup and microscope application:

1. Get an active Workday COA (Charter of Accounts) number from your PI.
2. Check to make sure your computer/smartphone is on Yale local network or Yale VPN.
3. Click http://fom.yale.edu to open Yale FOM page and logon using your NetID and password.
4. Follow instructions to set up your personal FOM account. Let us know if your PI is not in our supervisor list.
5. Follow the requested format to fill COA number in the account setup page.
6. Fill and submit the biosafety form to activate “Add this account” button.
7. Existing FOM users can also click “My Accounts” in your FOM account to add a new account. An updated biosafety form is required for each new COA account.
8. Go to “User Home” page, click the small square button next to “Yale West Campus Imaging Core” below “Available Equipment” to open the dropdown microscope.
9. In the popup “New User Application Form” choose “Internal” user and hit “Apply” button. The Core manager will be informed by email and you will be contacted for training arrangements.