

FOM INSTRUCTIONS – EXTERNAL Users of the Mass Spectrometry & Proteomics Facility

Do not use special characters when entering your information in FOM

1. **Fill out Form - Sponsored Guest Account Information and FOM Profile and Account:**
 - a. Account created by University PI or Researcher (not student).
 - b. Fill out all required information on Form.
 - c. Email completed Form to Andrew Hall, hall.1443@osu.edu
 - d. You will receive email confirmation from the OSU IT Service Desk – Office of the Chief Information Officer letting you know your OSU email account has been created.
 - e. Activate your OSU email account.
2. **FOM Profile and Account:**
 - a. Your FOM Profile and Account will be set up by Andrew Hall.
 - b. You will receive an email confirmation from Andrew Hall notifying you your profile and account have been created.
 - c. You will be able to submit Service Request Forms.
3. **Submit Service Request Form:**
 - a. **From CCIC/MS&P Website:** <http://www.ccic.ohio-state.edu/MSP-Rates>
 - i. Choose Form per your affiliation.
 - b. **From FOM Website, enter in your browser: FOM.OSU.EDU**
 - i. Log into FOM with your OSU guest email and password.
 - ii. Click the link at the top “Click here to continue”
 - iii. Click on Collaborate & Service.
 - iv. Select service category (choose Form per your affiliation with OSU):
 1. Off-Campus Consortium – all Ohio Universities and Nationwide Children’s Hosp.
 2. Off-Campus Uni and Gov – all non-Ohio Universities and State Gov’t Agencies.
 3. Off-Campus Industry.
4. **Fill in Service Request Form:**
 - a. Enter sample Information as appropriate.
 - i. When submitting multiple samples, submit ONE form and provide all necessary sample information as an attachment. You will only be able to attach information after you have clicked Submit. See instructions below for attaching information to the Form. If you have trouble attaching the sample information, you can submit a paper copy with the mailed Form.
 - b. ADD student’s contact information in Sample Comments box; student’s name, email, and phone #.
 - c. CLICK SUBMIT (bottom of page).
5. **Print Service Request Form and Attach Sample Information:**
 - a. Go to Collaborate & Service.
 - b. Open the Service Request Form just created.
 - c. Upload (attach) additional information (if necessary).
 - d. Print the Form.
6. **Send copy of Service Request Form and attachments (if necessary) with samples being submitted.**

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT:

Andrew Hall, hall.1443@osu.edu

Mailing address: See bottom of Service Request Form.