


# FOM Registration instruction

NTU Singapore - FOM - Welcome




Welcome to **NTU Singapore** Facility Online Manager (FOM©)

Login – [NTU Network Account](#) or [External User Account](#)

Welcome New Users!

Login with your NTU account

NTU Singapore - FOM - User Registration



Time on server  
Tuesday Oct. 28  
09 : 44 : 14

FOM New User Registration

Category: Research Staff Select category

Department / Organisation: MSE

Supervisor: Select your supervisor My supervisor is not listed here Select your supervisor

Name:

Staff Id / Matrix number:

Email:

Phone Number:  Enter your mobile number

Spam protection: 209 Replace the number in this text box with the sum of all its digits.

Submit

School of

## NTU Singapore - FOM - Message



Time on server  
Tuesday Oct. 28  
09 : 45 : 47

FOMERROR: WARNING: You must add a valid financial WBS Number before continuing, unless you are registering as a manager or a supervisor/assistant. [Click here to add WBS Number](#)

If you are registering as a manager or supervisor/assistant, please close the window and inform your facility administrator so s/he can upgrade your user role.

## NTU Singapore - FOM - My Accounts



Time on server  
Tuesday Oct. 28  
09 : 47 : 15

» YLChew - Home

» Instrument schedule

» Collaborate & Service

» Purchase Supplies

» Documents

» User Report

» My Profile

» My Accounts

» Contact Manager

### Update User Accounts

#	Research description Name	WBS Number	Is Active?	Se
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### Add a new account

Internal users must provide valid active financial account.

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

WBS Number:

GL Code:

Category:

Business Purposes/Description:

[Add this account](#)

Enter project title

Enter dummy account number

## NTU Singapore - FOM - My Accounts



Time on server  
Tuesday Oct. 28  
09 : 47 : 15

- » YLChew - Home
- » Instrument schedu▼
- » Collaborate & Service
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- » Logout
- » User Forum

Update User Accounts

#	Research description Name	WBS Number	Is Active?
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Add a new account

Internal users must provide valid active financial account.

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

WBS Number:

GL Code:

Category:

Business Purposes/Description:

Message from webpage



Account M1234567-1234567 has been successfully added to the system.  
Please refresh the page to see the change.

OK



Time on server  
Tuesday Oct. 28  
09 : 48 : 39

- » YLChew - Home
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**Authorized Instruments (Click to view schedule)**

No instrument available. Click instrument name on right side to apply new instrument.

**Available Instruments (Click to request training or usage approval)**

Select or type to search

EEE

+ [Facilities in this school](#)

ERI@N

+ [Facilities in this school](#)

MAE

+ [Facilities in this school](#)

NEWRI

+ [Facilities in this school](#)

SBS

+ [Facilities in this school](#)

SCBE

+ [Facilities in this school](#)

SPMS

+ [Facilities in this school](#)