

## HTA Instrument Registration

To register to use any of the instruments in the HTA please go to <http://www.fom.northwestern.edu/fom/> and follow the these steps. Click here for a PDF of the instructions.

If you are a member of Northwestern University:

- Click on the Northwestern member link and log in with your NetID and password.
- If you have never used the FOM system before it will prompt you to enter a new account number. Click on the link. (If you already have an account skip down to step 6.)
- Enter an easy to remember name for your project or account.
- Enter your COA chartstring. Do include dashes but do not include the activity number (last two digits, usually 01).
- Click on "Add this account" button. If the account is valid and entered correctly it will indicate the account has been accepted.
- Click on "User Home" link on the left side of the screen.
- Under "Available Instruments" select NU-HTA from the drop down menu.
- Click on the instrument that you would like to use.
- Accept user agreement.
- Indicate times good for training (or leave blank if you have already discussed with HTA staff) and submit request.

An instrument manager will get back to you to schedule training.

If you are an outside user:

- Click on the link for no NU NetID.
- Click on "I am a new user".
- Click on "External user"
- Fill in the form and submit.
- Click on link to add account.
- Fill in an easy to remember project or account name.
- Type in 0000 under account and click submit.
- Click on "User Home" link on the left side of the screen.
- Under "Available Instruments" select NU-HTA from the drop down menu.
- Click on the instrument that you would like to use.
- Accept user agreement.
- Indicate times good for training (or leave blank if you have already discussed with HTA staff) and submit request.

An instrument manager will get back to you to schedule training.