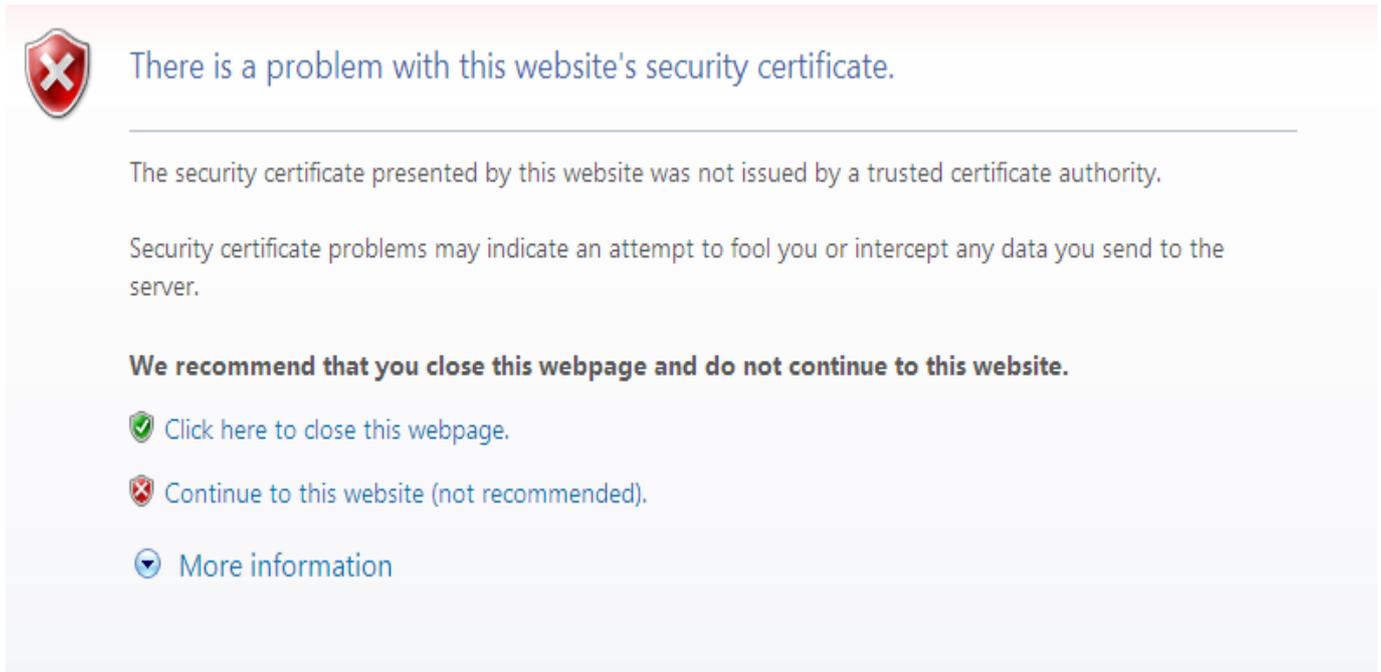


Online equipment registration system user guides

As follow are the steps to follow for registration of equipment for new users and for equipment booking.

For equipment registration:

1. Login in to the url <https://www.cicfar.nus.edu.sg/UAT/usercreate/>
2. If you encounter the warning message, ignore and click on [Continue to this website \(not recommended\)](#).



3. Fill in all the required information. **For Email, only use your NUS Email address.** For the password, you can use any password that is different from your NUS Email account. However, you will have to remember this password or you will have problem making your equipment booking. Select only the equipment that you are trained and allowed to access. **Please select COE equipment only.**

Create your equipment booking account

*All fields are required

User type

User type:

Account information

Email:

Your email will be used as your UserID

Type password:

Can be different from email password; Six-character minimum; case sensitive

Retype password:

Enter password reset information

Question:

Secret answer:

Five-character minimum; not case sensitive

Your information

Salutation:

Given name:

Family name:

Gender: Male Female

Contact number:

Equipment to be used

- Select equipment:
- CVD
 - Edwards Thermal Evaporator
 - FEI NOVA 230
 - FEI NOVA 230
 - Gold Sputter Coater
 - Leica Optical Microscope
 - Philips XL30 FEM SEM
 - Probe Station 1
 - Probe Station 2
 - Probe Station 3
 - Probe Station 4
 - Quanta 3D FIB
 - Spot Welder
 - Tube Furnace 1
 - Tube Furnace 2
 - Wafer Spin Coater
 - Wire Bonder

Type the characters you see in this picture

Picture: 

Type characters:

Eight-character; case sensitive

Register

Cancel

4. The following window message will appear if your registration is successful.
5. You will receive an Email notification to inform you that your request has been sent to the administrator.

From: CICFAR Equipment Booking System [CICFAR_EBS@tanyk.com] Sent: Wed 27/01/2010 14:16
To: Koo Chee Keong
Cc:
Subject: CICFAR Online Equipment Booking System - Acknowledgement for New User Account Creation

Dear Chee Keong Koo,

Your user account has been created and pending approval by the System Administrator. You will be notified via email once your account has been approved.

Equipments selected:

- CVD
- Edwards Thermal Evaporator
- FEI NOVA 230
- Gold Sputter Coater
- Leica Optical Microscope
- Philips XL30 FEM SEM
- Probe Station 1
- Probe Station 2
- Probe Station 3
- Probe Station 4
- Quanta 3D FIB
- Spot Welder
- Tube Furnace 1
- Tube Furnace 2
- Wafer Spin Coater
- Wire Bonder

This is a computer-generated acknowledgement, please do not reply to this email.