**Collaborative Equipment Network for Teaching and Research (CENTR)**

***Account creation instructions: CENTR Facility Online Management (FOM) scheduling software***

*Please note that you will not be able to log into FOM systems off campus unless you use a VPN to first connect to Baylor’s network. You will need to contact Baylor IT to apply for VPN access.*

1.) Go to http://centr.baylor.edu (please, bookmark this link for future use).

2.) **Login:** Select <Click here to login with Bear ID> and log in with your Bear ID and password.

3.) **Personal Information:** Fill out the information on the next page. If you don’t find your department or supervisor in the list please e-mail me. Choose <Local Site Academic> as your affiliation. Please provide your phone number in case we need to contact you by phone.

4.) **Account number:** This information will be used for Internal tracking of usage only. Please use the description below to setup your account.

Select <Add an account number> and fill out the information on the following page. In the field <Research description name> please add the last name of your PI/Advisor and add a short description of the research separated by a hyphen (**e.g. Einstein – Imaging a black hole**). In the field <Account number> please input the 3-digit acronym of the center you are using, a hyphen, and the last name of your PI/Advisor (e.g. MSC-Becker). Then chose “add this account”.

5.) **Applying for access:** From the menu on the left side of the screen chose <(YourUsername)-Home>. Then select <Resources in this facility> and click on the instrument that you want to get access to. Select <Internal> and click on apply. An email will be sent to the equipment manager and you will subsequently be contacted to schedule training.

6.) **Access:** After approval is granted you will receive an automated email from the system. Login to the software and select the instrument you want to use under <Authorized Equipment> to reserve your session.