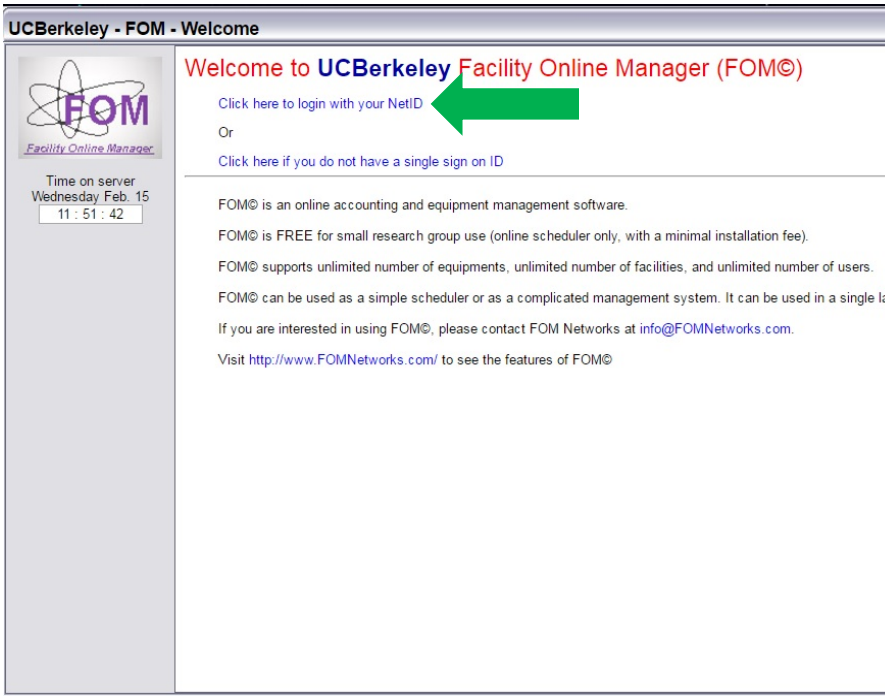
Time Allocation for the College of Chemistry's Student Shop

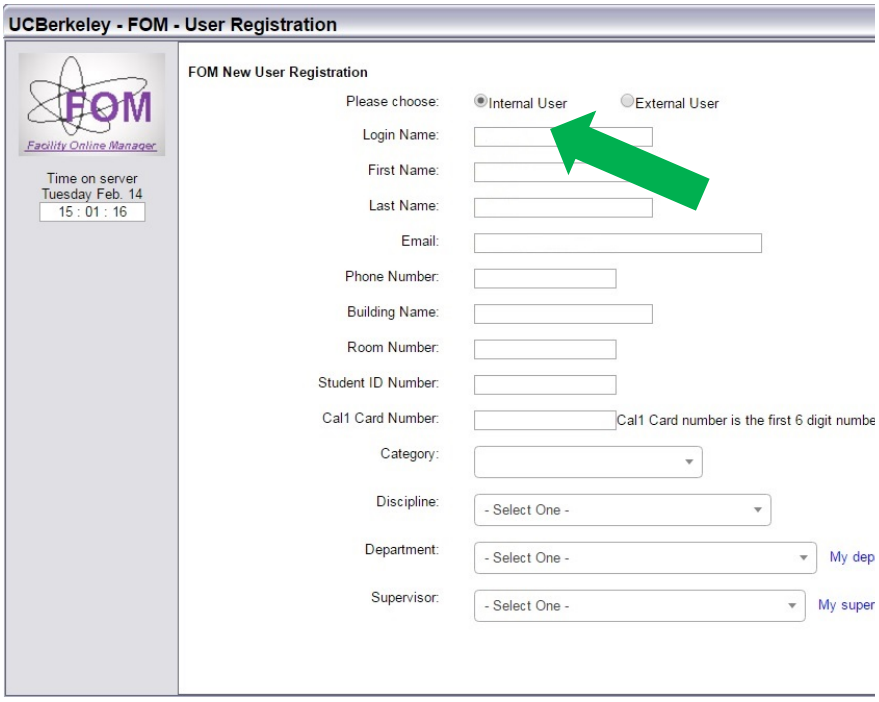
Time allocations for the College of Chemistry's Student Shop (CoC-SS) will be managed by the reservation system Facility Online Manager (FOM). FOM interface can be accessed at fom.cchem.berkeley.edu. The only requirement to use FOM is having a CalNet account. Once the @berkeley.edu account is activated, users can login to FOM and start reserving time at the CoC-SS.

The procedure to sign-up to FOM and reserve time at the CoC-SS is as follows:

1. Login to FOM using your CalNet ID.

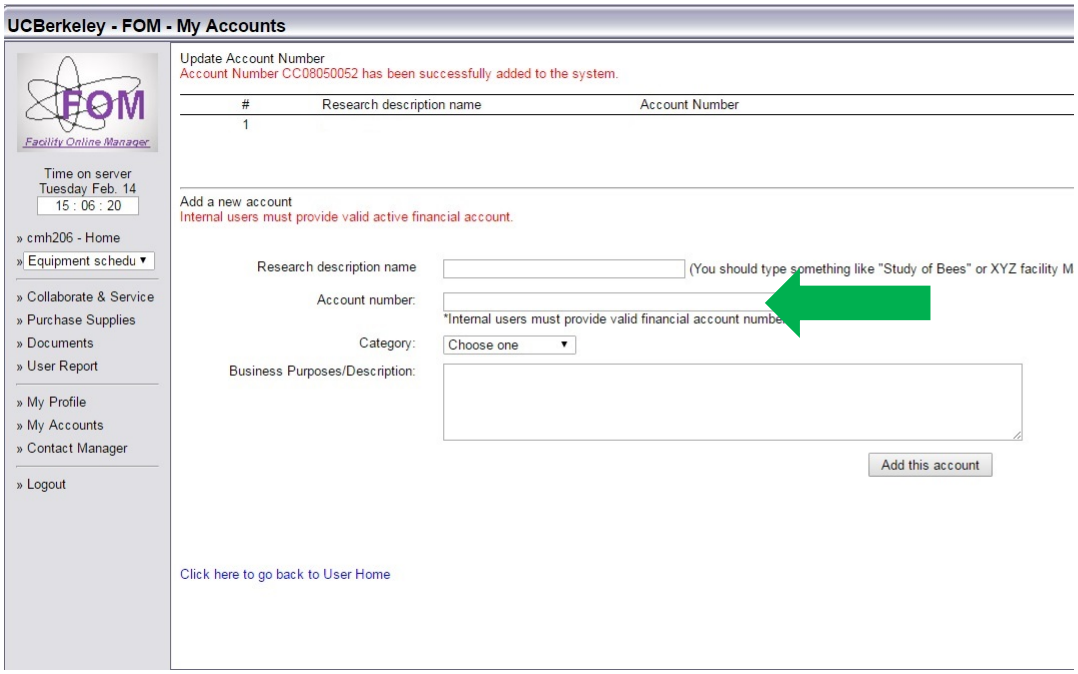


2. The link "Click here to login with your NetID" will prompt authorization to CalNet. When logging in for the first time, users need to provide their contact information. All College of Chemistry users need to register as an Internal User (see the form below).

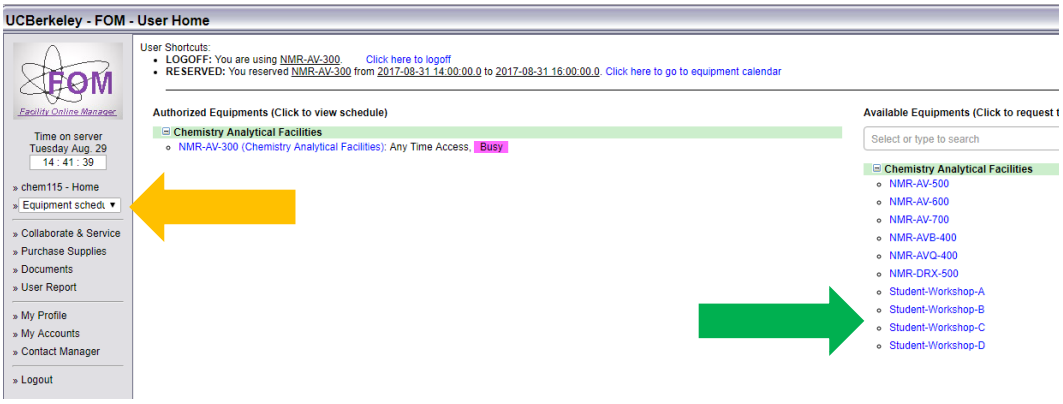


3. A confirmation email will be sent to user's email address after completing the registration. The account will be activated by following the link contained in the confirmation email.

4. After account activation, follow the link "Click here to add Account Number" and list a valid Speedtype under Account Number (see below). This Speedtype will be billed for accessing CoC-SS.



5. Next, new users need to request access to CoC-SS from their FOM home page by clicking the related links on the right, e.g. Student-Workshop-A, etc. (see below – green arrow). CoC-SS manager will approve access after appropriate training is complete.



6. The CoC-SS will be accessible for a total of 4 users at any given time. Accordingly, there are 4 time slots available, e.g. Student-Workshop-A through -D.
7. Time in the CoC-SS is reserved using the calendar for each time slot, e.g. Student-Workshop-A. Calendars can be accessed from the drop-down menu on user home page (see above – orange arrow). After clicking on a free time slot between 12:30 pm and 4:30 pm on Tuesdays and Thursdays, a pop-up window will prompt confirmation for the start and end time of the reservation. The reservation is complete after clicking the "Reserve" button.
8. Time allocation rules are:
    a. Reservations can be made in 15 minute blocks.
    b. Reservations can be made with 21 days in advance.

c. Reservations can be cancelled without charge with 24 hours from reserved start time. Reservations cancelled after this grace period will be billed at 25% of the cancelled reservation's cost.