



Access CAMTEC Facilities FOMGeneralUserGuide
via FOM



2. UVic Affiliation via Sponsorship

For external users, the external users have to contact the lab manager first. All external users are required to sign an “external user agreement form” and to sign a lab contract (if applicable). Then, the individual can apply for a UVic V-number via [Affiliate Identity Management System](#) (AIMS), by filling out all the required fields in the online AIMS application form.

- The sponsor can be a person’s academic affiliate at UVic (e.g. a UVic faculty or a staff).
- The CAMTEC facility Directors or Lab managers can also be the sponsor. The CAMTEC staff contacts are listed on the CAMTEC [staff page](#).



For the user who works for two (or more) supervisors (commercial companies) and the charges are paid by different accounts/supervisor, the user **must** register separate FOM accounts under each corresponding supervisor. The 'recharge number' must match with the user's supervisor, as the charges will be applied automatically to each supervisor based on the user's FOM usage logs. The users are responsible to log in their correct FOM account accordingly.

In a case that the user works for both academic and commercial supervisors, the user **must** register two



- The user will be granted either daytime (9am-5am) or anytime access by the lab manager. Then, the user can reserve the resource on their own via the FOM calendar.
Note



**Note: Internal use(1) who from Science and Engineering department can request FOB from their department office. The internal use(2) can request the FOB from CAMTS since their departments may not have BWC FOB