

Procedure on HOW-TO Request Access N2FC Cleanroom 1 and 2

***Please take note that the use of N2FC equipments is chargeable.

For EXTERNAL USERS

For External users (outside of NTU), please send in your query for request of your job service to n2fc@ntu.edu.sg

For NTU Internal USERS

- 1) Please send your request of access, project detail and name of supervisor, and the name of School/ Department to n2fc@ntu.edu.sg
- 2) Wait for reply and approval. You may need to provide further clarification if required by N2FC supervisor.
- 3) Once approved, the lab staff will check if your project supervisor has already setup account (by depositing funds) in N2FC.
- 4) If no, the lab staff will advice you further on the types of usage scheme so that your supervisor can decide on which scheme to take up and user are required to submit Job Charging Form to N2FC.
- 5) The lab staff will proceed to grant you the access to EBIS online system in order for you to register for an EBIS account, to request for LAB ACCESS. Go to STEP 1.
<https://eeen40003.eee.ntu.edu.sg/ebs/default.asp>

EEE Resource Management System (RMS) EEE Equipment Booking System

Equipment Users
[stafflealchia]

[EEE RMS HOME](#) [BACK TO EBIS HOME](#)

System/Equipment Documentation

LAB SAFETY VIDEOS	View lab safety videos prepared by EEE Safety Committee
USER GUIDE	For first-timers, please read this first
VIEW ALL EQUIPMENT	View all equipment photos and documentations

Step 1 - Enter/Update User Particulars

USER REGISTRATION	Enter/Edit My Particulars.
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- 6) After registration of account, proceed to "LAB-USE" request in STEP 2.

Step 1 - Enter/Update User Particulars

USER REGISTRATION	Enter/Edit My Particulars.
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Step 2 - Select lab(s)

LAB-USE REQUESTS	Submit / View requests to be a lab user
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- 7) The following page will prompt you to confirm that you have completed all the safety courses and video prior entering cleanroom.

[RMS HOME](#) [EBIS HOME](#) [BACK TO USER PAGE](#)

[ADD NEW REQUEST](#)

Click on '**CONFIRM SAFETY COURSES ATTENDANCE**' to view each lab's safety briefing notes/list of mandatory safety courses. You need to attend all safety courses stipulated by the lab and confirm the completion of all courses and be familiar with all lab safety procedures before submitting any lab-use request.

Click on **LAB** name to view lab safety notes

	REQUEST DATE	LAB / RES CTR	SUBMIT STATUS	REQUEST STATUS	APPROVAL STATUS		
1	01-Jan-2008	N²FC CR2	SUBMITTED	RECOMMENDED	APPROVED		

- 8) Click "Add New Request", select the lab to apply for access.

[staff@ealchia]

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* Denotes mandatory fields

User ID	NA
Date of Request	5/17/2013 1:57:41 PM
Laboratory / Res Ctr*	<input type="text"/>
Request Status	<input type="text"/>
Approval Status	Characterization GLOBALFOUNDRIES@NTU
Submission Status	Laboratory for Clean Energy Research Luminous!
Purpose*	N2FC CR1 Nanoelectronics 1 Nanoelectronics 2 Nanophotonics Network Operations Centre Photonics 1
Request Description*	<input type="text"/>

- 9) The system will automatically send the approval link to both project supervisor and N2FC lab supervisor.
 10) Upon approval from both supervisors, the user can proceed to STEP 3, to register for the LAB safety briefing.

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Step 1 - Enter/Update User Particulars

- [USER REGISTRATION](#) Enter/Edit My Particulars.

Step 2 - Select lab(s)

- [LAB-USE REQUESTS](#) Submit / View requests to be a lab user

Step 3 - Attend Lab Safety Briefings

- [SAFETY BRIEFING REGISTRATIONS](#) Register for lab safety briefing(s)

Step 4 - Select Equipment(s)

- [EQUIPMENT TRAINING REQUEST](#) Submit requests for equipment training.

- 11) After attending lab safety briefing, the lab staff will update the attendance in the EBIS. Upon receiving email notification, user can proceed to STEP 4, "EQUIPMENT TRAINING REQUEST".

- 12) The respective engineer in-charge will setup the training session and notify the user. Please contact the engineer in-charge if no training session is being setup after 3 working days of request.