

## Procedure on HOW-TO Request to use of N2FC Equipment in CR1/ CR2 Cleanroom

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

### For EXTERNAL USERS

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

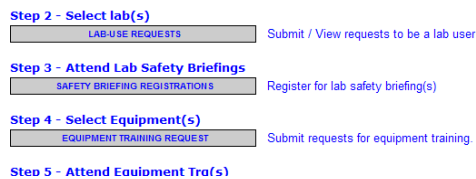
### For NTU Internal USERS

- 2) Please send your request of access, project detail and name of supervisor, and the name of School/ Department to [n2fc@ntu.edu.sg](mailto:n2fc@ntu.edu.sg)
- 3) Wait for reply and approval. You may need to provide further clarification if required by N2FC supervisor.
- 4) Once approved, the lab staff will check if your project supervisor has already setup account (by depositing funds) in N2FC.
- 5) 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.
- 6) The lab staff will proceed to grant you the access to EBIS online system in order for you to register for an EBIS account, go to STEP 1.

<https://eeen40003.eee.ntu.edu.sg/ebs/default.asp>



- 7) After registration of account, proceed to “LAB-USE” request in STEP 2.



- 8) The following page will prompt you to confirm that you have completed all the compulsory safety courses prior requesting for lab access.

[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		
<a href="#">1</a> <a href="#">01-Jan-2008</a>	<a href="#">N2FC CR2</a>	<a href="#">SUBMITTED</a>	<a href="#">RECOMMENDED</a>	<a href="#">APPROVED</a>		

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

[ staff@alchia ]

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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	GLOBALFOUNDRIES@NTU
Submission Status	Laboratory for Clean Energy Research Luminous!
Purpose*	N2FC CR1 Nanoelectronics 1 Nanoelectronics 2 Nanophotonics Network Operations Centre Photonics 1

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

**EEE Equipment Booking System**  
**Equipment Users**  
 [ staff@alchia ]  
[EEE RMS HOME](#)   [BACK TO EBIS HOME](#)

**System/Equipment Documentation**

- [LAB SAFETY VIDEOS](#)   View lab safety videos prepared by EEE Safety Commr
- [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.

**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.

- 12) 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".
- 13) 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.

THE END