Create an LMACS account

What is LMACS?

LMACS Stands for: Laboratory Management & Access Control System. LMACS is the main entry point to all equipment and services within the nanoFAB. As a registered user, you will use this system to perform most of the day-to-day activities within the lab, such as:

- Request equipment training
- Creating and manage equipment reservations
- Create a Custom LMACS Calendar Feed
- Log in and out of equipment
- Submit a sample for analysis
- Submit files for photomask fabrication
- Create a new project
- Submit any other generic inquiry or request

For more information about the LMACS system, visit the documentation site.

ⓘ **New User Information**

In order to access any of the equipment or services of the nanoFAB you **must** first become a registered LMACS user. To become a registered user follow the steps outlined in this guide.

Step-by-step guide

The registration process is broken up into the following steps:

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1. Account Creation

The first step creates your user account within the system. This step collects some basic information. If you enter a CCID - *do not enter your ID number* - this should be the first part of your U of A email - i.e.: **your-ccid**@ualberta.ca

1. Point your browser to the LMACS homepage (admin. nanofab.ualberta.ca)
2. Click **Register**. A pop-up will appear similar to the one pictured here.
3. Fill in all of the appropriate information and submit the form.
4. Once the form has been successfully completed, the new account will be created and you will be sent an email with a confirmation link. The confirmation link will be valid for 24 hr. If the link is not clicked within that time period, you will have to start from the beginning.

Please complete the form below to begin the registration process. You will receive an activation email with further instructions.

Create New User

First Name | Last Name
Phone | CCID (optional)
Email
Confirm Email
Address
Company / University

[Register]

Protection of Privacy – The personal information requested on this form is collected under the authority of Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. It will be used for the purpose of administrating your TNFC/CMS account. Direct any questions about this collection to: tnfc@utoronto.ca, Faculty of Applied Science & Engineering 10 King's College Road, (416) 946-5176.

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2. Account Activation

The second step is used to verify your email. An activation link is sent to the email address entered above. Clicking the link will activate your account.

1. Check your email and click the activation link generated in the first step. This will take you to a web page where you will continue the registration process.
2. Read and agree to the terms and conditions for User access.

3. Click **Activate Account**
4. Your account will switch to "*Active*" in LMACS. This will generate another email which will provide you with your username and temporary password.

Step. 2 - Account Activation

1. Registration | **2. Activation** | 3. Configuration

Please read and confirm your agreement to the terms and conditions below to complete your account activation

Terms & Conditions for User Access

Laboratory Policy:

The USER agrees to abide by all laboratory policies, as stated in the nanoFAB Administration and Safety Manuals. Although nanoFAB provides a general safety course and training on the safe use of specific equipment, the USER assumes responsibility to plan and perform work in such a way as to ensure his/her own personal safety as well as the safety of others in the nanoFAB community and the integrity of the nanoFAB and its equipment.

Liability:

The USER understands that use of the nanoFAB may involve exposure to potentially hazardous conditions including, but not limited to, chemical, mechanical, electrical, thermal, and radiation hazards. The USER does hereby release the nanoFAB from all claims for damages, costs (including reasonable attorney fees) and liability arising out of the USER's use of the nanoFAB facilities other than such as results from the negligence of University of Alberta, its officers, agents, or employees. The USER and his/her Supervisor/Representative warrant that they have fully read and agree with this nanoFAB User Agreement

☐ I Have Read and Agree To Terms Above

Activate Account

3. Account Configuration

⚠️ This section contains two possible paths - most Users will follow 2a. This means that you are joining an existing group / project. If this is the case, you will need to know both your group (PI) name and the name of the project you want to join before completing this section.

If you are a PI attempting to create a new Group, that is you will be financially responsible for work in the nanoFAB, and plan to register students or employees under your project, then you will follow 2b.

1. Click the **LMACS Login** link in the email generated in the previous step, or point your browser to admin.nanofab.ualberta.ca.
2. Login and change your password.
3. If you are joining an existing Project (Path 2a), enter your groups name and default project, and click **Select Project**.
4. This will send an email to the group manager to confirm that you should be added to their project. You will remain *inactive* on the project until you are confirmed by the group or project manager.

If you are creating a new Group & Project - review the terms and conditions for creating a new group, and click **Create New Group**, and follow the next step.

Project Configuration

Only complete one of the following 2 options

2a. Select an Existing Project

Complete this section if you will perform work in the facility for your supervisor or employer. Your supervisor or employer should provide you with the group name and project name for this step.

If you cannot find your project, try entering your group name, you should see all projects associated with your group.

Click here if you can't find your group or project.

Enter Research Group (or PI name)

Research Group

Enter Project Name

Default Project

Select Project

OR

2b. Create New Group & Project

This section should only be used by Group Managers who have the financial signing authority to pay for charges rendered in the facility. You must read and agree to the **New Group Terms & Agreement** before continuing.

If you are a standard user *(you will perform work for your company or supervisor)*, complete section 2.a above.

☐ I Have Read and Understand the Terms & Agreement Above

Create New Group

4. Create New Group (Path 2b.)

🛇 This section should only be used by PI's or Company representatives who will be financially responsible for charges occurred in the nanoFAB. **DO NOT COMPLETE THIS STEP OTHERWISE.**

1. Complete the Group registration information. This will be used for billing purposes. Pay special attention to the **Will You Pay By Indent** selection. This should only be Yes if you are working in the University of Alberta financial ecosystem.
2. Complete the New Project form.
3. Before you can use your new project, it will have to be activated by the nanoFAB. This is to ensure that you've selected the correct Project Type.

2b. Create New Project

Required Information

Project Name

| Michael Hume. | Project Name |

Project Type

Academic

Optional Parameters

End Date

yyyy-mm-dd

Project Cap

Optional Project Cap

Create Project

Group Registration

Group Name

Rubble

Group Owner

| Dr. | Barney | Rubble |

Title

Owner Title

Phone

(555) 123-4456 x7

Fax

Fax

Email

mphu.me@gmail.com

Company / University

nanofab

Department

Department

Address

123-45 atreet

City

City

Province (State)

Alberta

Postal Code

Postal Code

Country

Canada

Will you pay by Indent [help]

No

Create Group

⊘ **Administration Fee**

A one-time $200 administrative fee is charged for all new registrants. If you are a Principal Investigator (PI) wishing to create a new group, this can be done upon activation of your account.

ⓘ **Next Steps**

Once you've activated and configured your account, you are ready to create your first LMACS request. Welcome to the nanoFAB!

Related articles

- Submit a file for photomask fabrication
- Submit a GDSII file over 50 MB
- Prepare a GDSII file using AutoCAD
- Create an LMACS request
- Register for nanoFAB access