

## Registration with BioSupraMol und SupraFAB at FUB

**Preamble:** *BioSupraMol and SupraFAB provide access to their resources based on the group. Thus, the group's registration with BioSupraMol and/or SupraFAB is mandatory to provide group members with access to the resources. Members, of groups that are not registered with BioSupraMol or SupraFAB, are not able to book their resources.*

Resources and services of BioSupraMol/SupraFAB are in principle open to everyone. Many groups of our faculty are already registered with BioSupraMol. Thus, members of these groups can directly request routine measurements or services of several units of BioSupraMol (*EA, NMR, Mass, and XRD*). Selected users can get additional rights to book particular instruments or services. Please note that costs may be involved with many bookings. It is therefore necessary to keep the member list of the group up to date, i.e. *to confirm/approve registration of new members and remove former members that have left or are retired (please approve only users with a valid institutional address)*. To prevent exhaustive high-cost bookings, some bookings require individual approvals by the group head. It is therefore necessary for the group heads to be registered at IRIS as well, even when they do not plan to book themselves.

If your group is not yet registered with BioSupraMol or SupraFAB, preferably the group head (or a commissioned group member) should request the registration with the core facility BioSupraMol or SupraFAB using the '*Register my group with BioSupraMol/SupraFAB (BCP) @ FU-Berlin*' service of BioSupraMol. To register your group must be already set up.

Login to IRIS and follow the steps below:

- Find '*Services/ Register my group with BioSupraMol/SupraFAB (BCP) @ FU-Berlin*' and click 'SUBMIT REQUEST'
- Thoroughly, fill in the form.
- Press 'Submit' to send the request.

The requesters' group head will directly receive a confirmation mail with the filled form attached as pdf-file. Here, the group head can confirm his approval via a link in the mail.

Give us some days for the registration. Once your group is registered, you will be informed on the closure of the request.

**Never forget to log out from Iris!**