

Getting Started at AOMF

- 1. Contact AOMF for a free consultation.** Our experienced staff can help you to get access to the best instrument/technique for your application. Whether you are new to the AOMF or a current user requesting access for a new system, please contact us to arrange a consultation.
 - If you are based at one of our 4 sites, feel free to email a staff member at that site directly: [Contact Us](#)
 - Otherwise please contact aomf@uhn.ca and we'll direct your inquiry appropriately.
- 2. Training and services.** During your consultation, AOMF staff will arrange access and schedule training for our instruments and services such as ordering slide scanning as required.
- 3. You will need an account for the PPMS booking and billing system. To access PPMS go to AOMF.ca and click on “Book an Instrument”.** This will take you directly to the PPMS booking/billing system webpage for creating or signing into your PPMS account.



Note: you will not be able to access the booking calendars before your in-person training.

- 4. New users: You may already have a PPMS booking/billing account from using another UHN core facility like ARC. If not, please create a PPMS account.** New accounts are typically approved within 24 hours. PPMS allows you to access AOMF services, instrument calendars, usage statistics, account information, and more. Click “**account creation request**” to begin.

Login

[Login with your UHN credentials \(for UHN users\)](#)

[Login with your PPMS credentials \(for external users\)](#)

- If you do not have an account yet, you can fill in a [user account creation request](#)
- If you cannot login or have any trouble please contact: AOMF facility, email: UHNcoresCustomerRelations@uhnresearch.ca, phone:-
- This core facility management system is also used by other core facilities. [Change core facility.](#)

5. **After your consult you do not need to make a training request in PPMS.** For training requests, please contact AOMF staff directly: [Contact Us](#)

6. **Accessing AOMF computers for imaging and analysis with a UHN tID account** (training required)
Note: All UHN passwords will need to be updated regularly. Password changes cannot be made on the microscope and analysis computers.

UHN Computer login for internal users. Please bring your login credentials (e.g., john.smith@uhn.ca and tID [e.g., t112847] and associated password) to your scheduled training session.

External users: If you require access to an AOMF computer, AOMF staff and the Research and Innovation Cores (RIC) team will follow up with instructions for creating a **UHN tID login** to access UHN/AOMF computers. You will receive emails from UHN's IT department which often end up in **junk mail folders**: watch for an email from **IT Customer Service** (help@uhn.ca). Be sure to set-up multi-factor authentication as instructed, and please note that your UHN account will need to be renewed annually, so keep the e-mail address associated with your PPMS booking/billing account up to date.

7. **Building access:** AOMF Staff will apply for access to the appropriate site on your behalf.

8. **Review our Fees and Policies.** It is important that you are familiar with and follow our policies on:

- Booking and billing
- Personal Health Information
- Data Management
- Instrument Care
- Safety
- Publication Guidelines

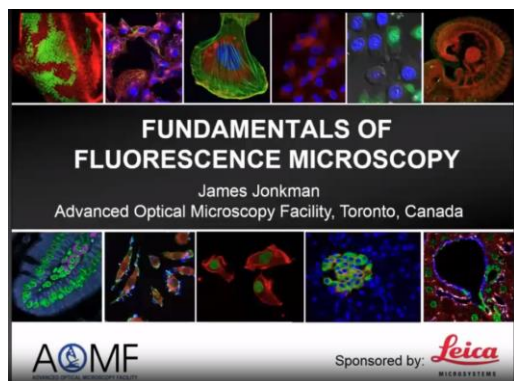
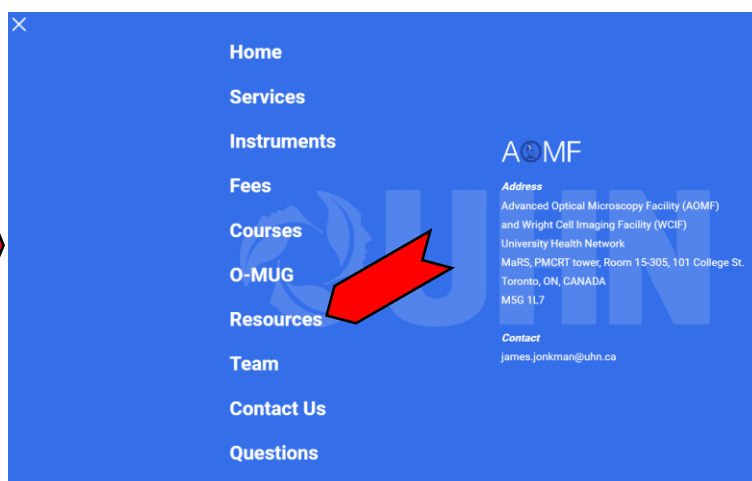
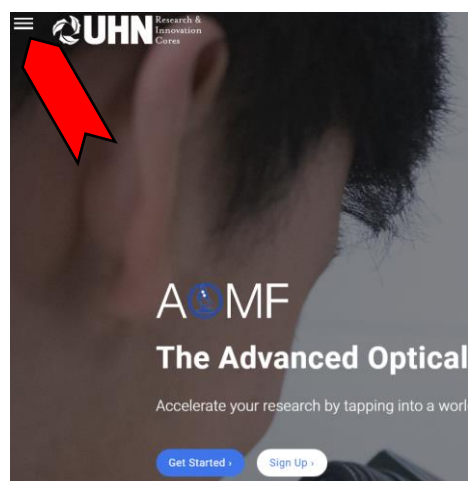
Please click "**Getting Started**" on the AOMF.ca homepage for links to our fees and policies.



9. **Use the AOMF!** When you have completed your consult and any applicable training, access the PPMS booking/billing system at [AOMF.ca](https://aomf.ca) and click on **“Book an Instrument”**. Use the PPMS webpage to:
- **Order slide scanning**
 - **Book instruments**

To request training or full service imaging and analysis, please [contact AOMF Staff directly](#).

10. **Explore our website to find out more about our services and instruments.** Watch our [Fundamentals of Microscopy](#) video and check out other [resources](#) to help you optimize your imaging results.



Tutorial: guidance for quantitative confocal microscopy

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