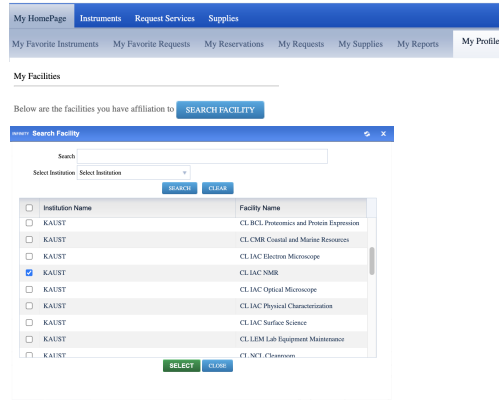# Requesting for Tool Access Training (Independent User)

Add the NMR facility to your Infinity account

Go to **MyHomePage**, **My Profile**

Scroll down to **My Facilities**
Click on **SEARH FACILITY**

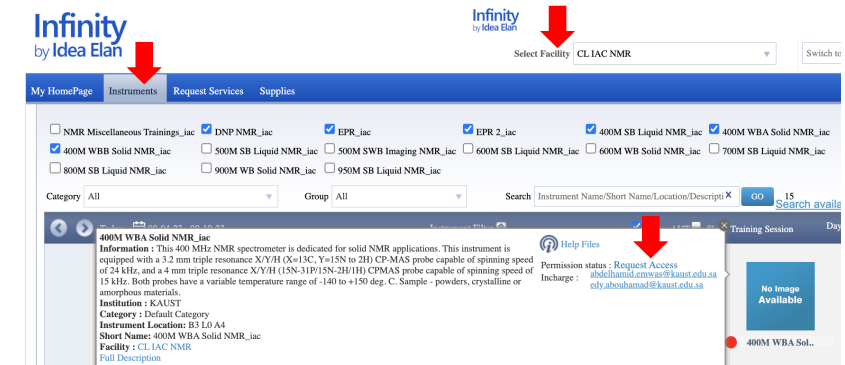Select your desired facilities

Request for tool access

Select Facility
Go to **Instruments** Tab

Hover over the instrument and click on **Request Access**

If you do not see the instrument, click on **Instrument Filter**, search for the instrument, select and click **GO**

Fill in the access request form, select the training required

Ensure that correct training is selected and **Quantity** = 1

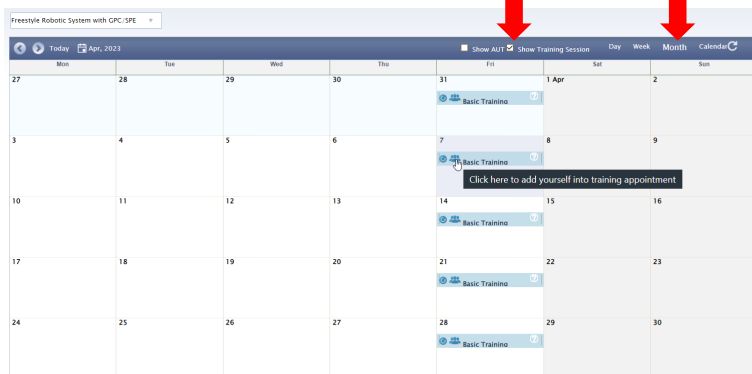## Click VALIDATE to verify Health & Safety (HSE) certifications, then SUBMIT

Once approved, search for the tool you want training on in the Instruments tab

Unselect the rest of the tools

Switch to Month view and select Show Training Session

All training sessions will have the group icon

Add yourself to the desired session

If the session is full you will be waitlisted. It is recommended that you sign up for other sessions that are free.

If you cannot make it for your scheduled session please delete your booking, otherwise you will be registered as a no-show

Once you have attended and passed the training, you will be given Independent access