Steps to become a user

1. Be ready to supply an MIT account number.

If you are not sure what account number to use, ask your advisor/PI or your administrator.

2. Register with the MIT.NANO & MTL MUMMS user account/billing system.

New users must create an account and register with the MIT.nano & MTL User Machine Management System (MUMMS), a web-based application that manages user accounts and permissions. During account set-up, you will specify which facilities/laboratories ("services") you wish to access. **Select only those that apply.** Services will be activated after completing steps 3, 4, and 5 below.

[See a step-by-step guide on registering in MUMMS.](#)

3. Add additional MIT.nano services to your MUMMS account.

Within MUMMS, you can add or remove services at any time under Manage Your Services. Only select those you know you are going to use. Different services have different safety prerequisites; adding more than you need may add additional, unnecessary training requirements. [See a step-by-step guide for adding a service.](#)

4. Join the EHS training group and complete all prerequisite training courses.

Each MIT.nano service has an associated training group where training requirements have been identified based on the hazards present in each space.

On your Manage Your Services page in MUMMS, select "Show Details" under prerequisites for each service. There you will find a direct link to the appropriate Atlas training group, which you must join in order to access the associated training prerequisites. After joining the appropriate training group(s), new required training courses will appear in your My Training Needs list.

[See a step-by-step guide on activating your services.](#)

Note that prerequisite training for MIT.nano services will only appear in your My Training Needs list if you have joined a training group, as described above.

[Learn more about training and safety sessions.](#)

5. Confirm that your cost object has been approved.

Your cost object (also referred to as a "charge allocation") must be approved before your MIT.nano services can be activated. Check on its status in your MUMMS account on the View Your User Information page. To resend an approval request to the cost object owner,
click "view/modify" next to Charge Allocations. Step-by-step guide for sending a cost object reminder.

6. Follow instructions for specific functional areas.

Visit the pages below to learn of any additional training or requirements specific to different functional areas of MIT.nano:

- Accessing Fab.nano
- Accessing Characterization.nano (CryoEM, Imaging and Analyses, Cleanroom Metrology)
- Accessing the Immersion Lab

7. Familiarize yourself with CORAL.

Once you have completed all required training, you can begin reserving time on MIT.nano-managed facilities and equipment.

Common Object Representation for Advanced Laboratories, or CORAL, is a web-based suite of software tools designed to help with the management and operations of labs such as MIT.nano. CORAL is your platform to reserve machine time and engage the machines. You can also use CORAL to check tool status, report problems, and communicate results.

Learn more about CORAL.

Need help on your process? Email nanohelp@mit.edu.