

## COLLEGE OF ENGINEERING AND APPLIED SCIENCE PROCEDURE TO USE SHARED LABORATORY EQUIPMENT

The College of Engineering and Applied Science purchased equipment and instruments using Engineering Initiative (Tier 1) funds. These resources are located in laboratories that: (a) require access permission, (b) include other resources that were not purchased by the College, (c) contain research projects being conducted by other researchers, and (d) are often managed by lab managers who oversee operation of the entire laboratory. Therefore, while the use of College-purchased equipment and instruments is available to all researchers in the College, such use is a privilege and not a right. This document shows how to request access and obtain the necessary training to begin using these facilities.

The entry point for accessing shared College equipment is the *Advanced Machinery & Research Equipment (AMRE) Program*. This WyoLearn program can be found directly at:

<https://sic.catalog.instructure.com/courses/advanced-machinery-research-equipment-amre-program>

You can also access WyoLearn courses through the WyoLearn website

<http://www.uwyo.edu/wyolearn/>

Then click the link that takes you to the WyoLearn Catalog at:

<https://uwyo3.catalog.instructure.com>

Once at this site, scroll down to the *Maker Access Pass* tile and click it to go to:

<https://sic.catalog.instructure.com>

and then click the *AMRE* tile to get to:

<https://sic.catalog.instructure.com/courses/advanced-machinery-research-equipment-amre-program>

which is the same link as above and is shown in Figure 1.

Once you are at the starting page for AMRE (Figure 1), click the Enroll button in the center of the page. If you do not yet have an account, you will be asked to set one up (see Figure 2). You may also Sign In from either page (Figure 1 or Figure 2).

After completing your login and enrollment, you will reach a page that appears to be a dead-end (Figure 3). On this page, select the arrow next to your login name to bring up the drop-down menu. From the menu, select "Student Dashboard." This will take you to a page similar to Figure 4. Click "Start Course" (if it is the first time) or "Resume Course" to get to a page similar to Figure 5. Then click "Home" to bring yourself to Figure 6.



Not all training workshops are created equal, but with the **Advanced Machinery & Research Equipment (AMRE) training program**, they can be.

The AMRE training program is used by academic departments, researchers, and industry professionals to reduce training redundancy for industrial and advanced machinery in both research and advanced laboratory settings, while ensuring lab safety and equipment operations are taught in a compliant, standardized format.

Figure 1. Starting Page for AMRE

 The image shows a web form for enrolling in the AMRE program. At the top is the University of Wyoming logo. Below it is a small image of a person at a computer. The title "Advanced Machinery & Research Equipment (AMRE) Program" is centered, followed by "Self-paced Course" and a link "Already have an account? Sign in here". The form contains three input fields: "Full Name", "Email", and "If you are a UW faculty, staff, or student, please enter your W number - (for example, W12345678)". Below these is a checkbox for agreeing to the "Acceptable Use Policy" and "Privacy Policy". There is a reCAPTCHA widget with the text "I'm not a robot" and a link to "reCAPTCHA Privacy - Terms". At the bottom is a blue button labeled "Enroll in Course".

Figure 2. After Clicking "Enroll" at the AMRE Start Page



Figure 3. Select Student Dashboard from the Dropdown Menu

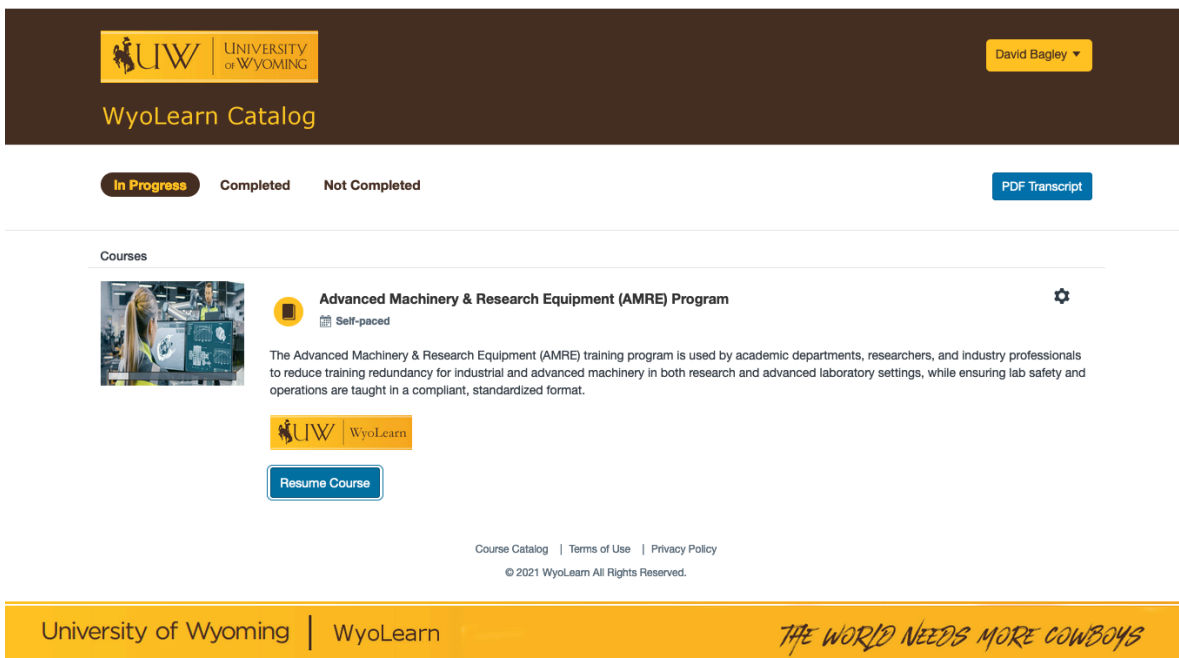


Figure 4. Student Dashboard – Click Resume Course (or Start Course if Applicable)

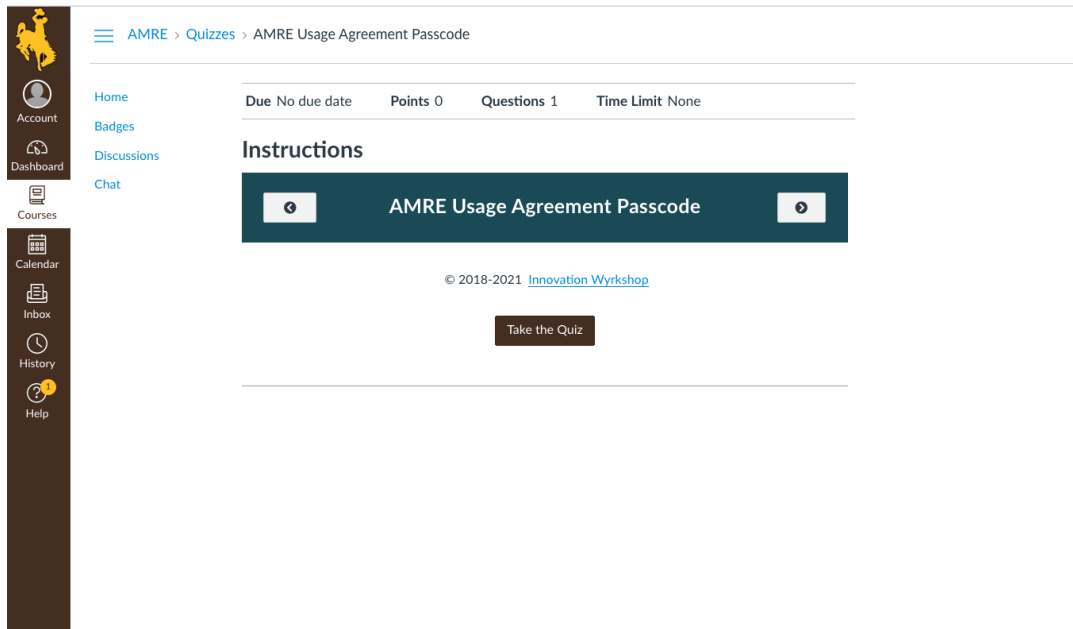


Figure 5. Resuming the Course- Click "Home" to Go To Figure 6



Figure 6. Home Page for AMRE.

Once you are at the Home Page (Figure 6), click whichever tile applies. If you are requesting access as a student or researcher, click that tile. It will take you to Figure 7.

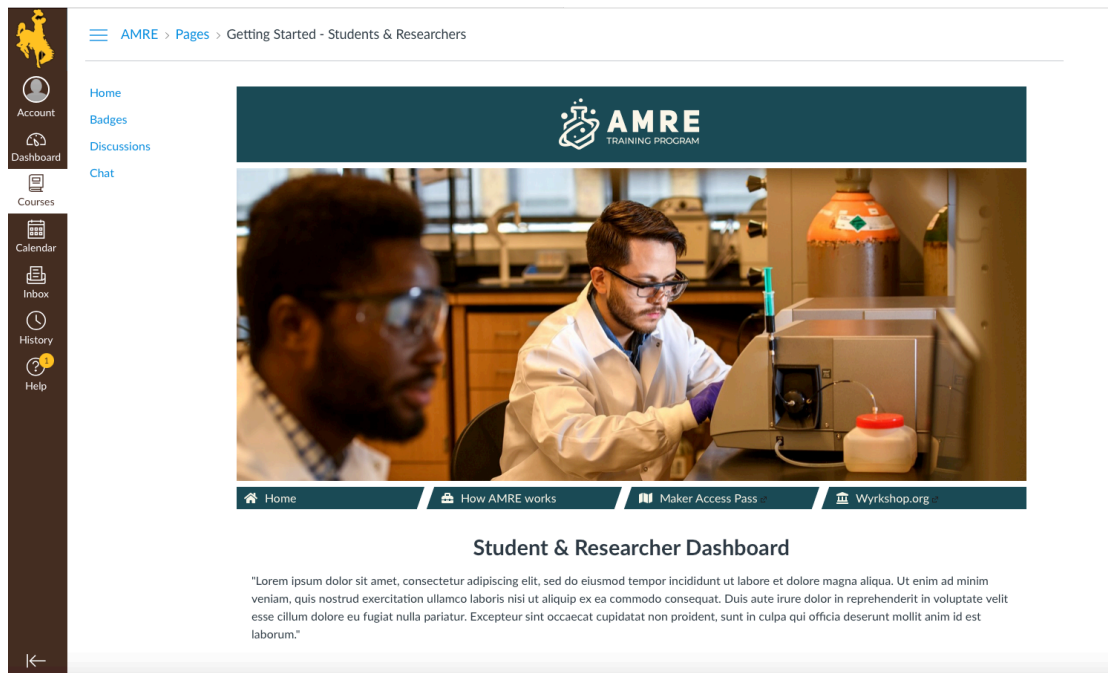


Figure 7. Student & Researcher Dashboard

Scroll down until you see the choices shown in Figure 8.

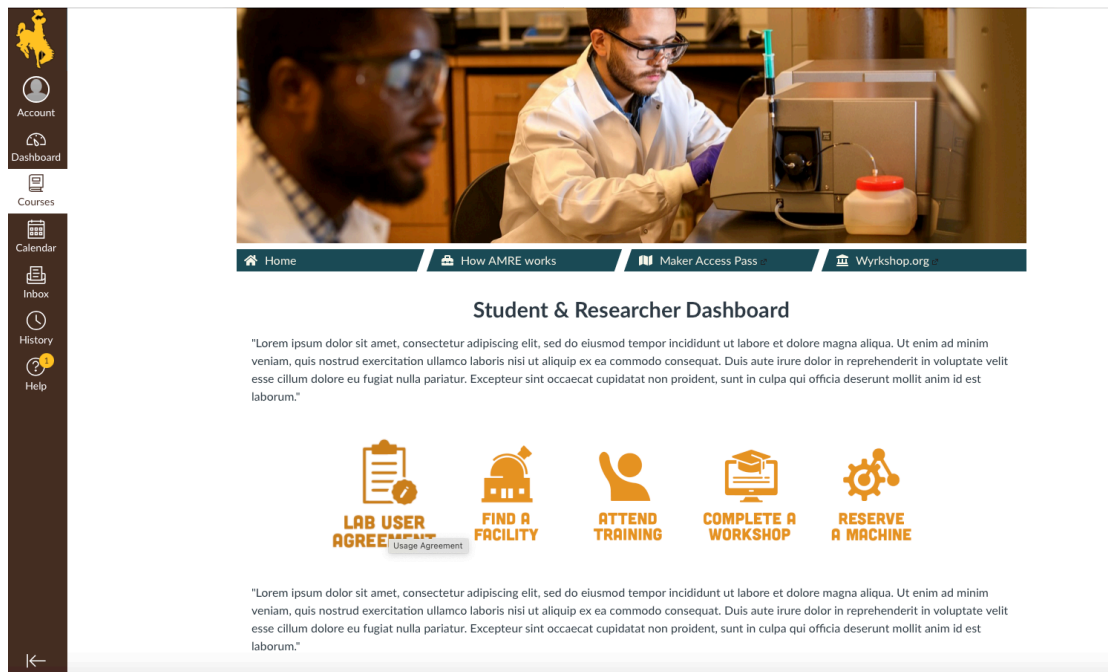


Figure 8. Choices at the Student & Researcher Dashboard

Before being allowed to attend training, complete a workshop or reserve a machine, you must have completed a Lab User Agreement. So click that first. That should take you to Figure 9.

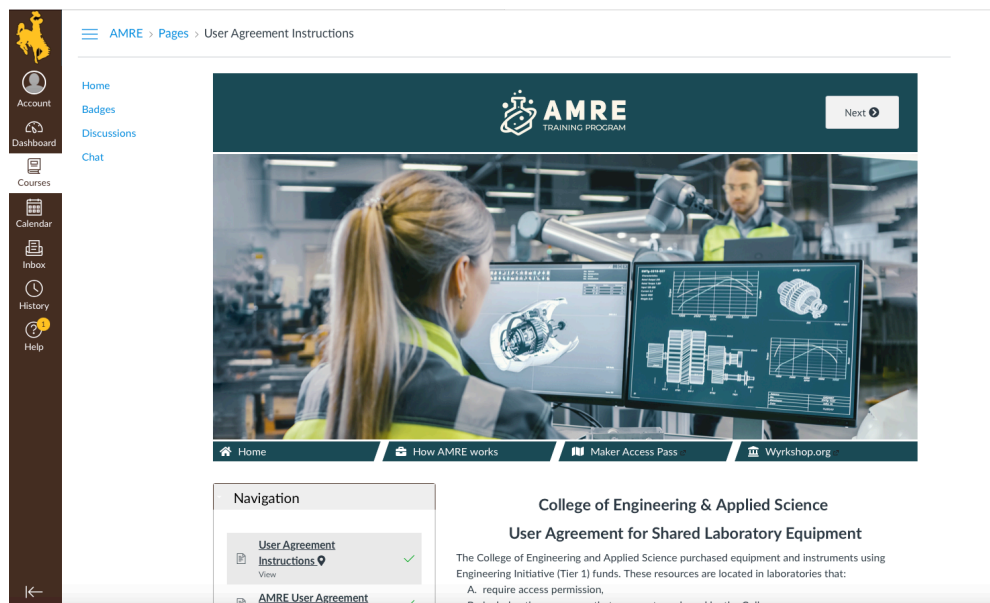


Figure 9. Completing the Lab User Agreement.

Work through the topics at the site to obtain the passcode needed to access the training and workshop links. The system will not allow you to go any further without the passcode that you will receive upon successfully completing the User Agreement.

Once you have the passcode, select the training for the equipment that you wish to use by clicking "Complete a Workshop" (Figure 8). Complete that training and you will be ready to then "Reserve a Machine."

If you experience any difficulty using this site, or have any questions, please contact:

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Steve Salmans (SSalmans@uwyo.edu,) or  
David Bagley (bagley@uwyo.edu)

New instruments and facilities continue to be added to this site. If you do not find the instrument or facility that you are looking for when you check, go to <http://www.uwyo.edu/ceas/research/index.html> and follow the "Flowchart of Steps to Obtain Access" ([http://www.uwyo.edu/ceas/research/docs/flowchart-of-steps-to-obtain-access\\_8-2-21.pdf](http://www.uwyo.edu/ceas/research/docs/flowchart-of-steps-to-obtain-access_8-2-21.pdf)) to obtain access manually.