The Alabama Analytical Research Center (AARC) is moving to a new billing and instrument system called FBS (Facility Billing System). To assure that your research group maintains access to AARC facilities you will need to follow the instructions below. This will involve logging in for the first time and requesting access to your advisor’s lab.

**Student – First Login**

**Student – Lab request**

---

**Student – First Login**

First go to [https://fbs.ua.edu](https://fbs.ua.edu)

Please note that if you are already logged into mybama on the computer you are using then you may not see this screen.

Choose Logon from the upper right-hand corner.
On the next screen choose “myBama Id” then click Sign In
Welcome to our Priority Software® FBS web portal.

Logon using:
- myBama Id
- Priority Software Account

Other Options:
- Contact Us
- Browse/Request Access
- FBS Portal

Warning: This system is for authorized users only. Use of this system without authority, or in excess of granted authority, is illegal and will be treated as such. Such use may result in civil fines, termination of employment, criminal charges, or other legal penalties. Usage of this site is audited and monitored. All persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing.

You are connecting from 10.8.82.251 at 11-29-2020 05:25 PM

Priority Software® is a registered trademark of Priority Software, Inc. BA and FBS are trademarks or Priority Software, Inc. Copyright © 2020 by Priority Software, Inc. All rights reserved.
You will be sent the UA sign in page you are familiar with from logging into mybama. Use your mybama username and password here.
Students – Lab Access

Once you have logged in for the first time you should now request access to your advisor's lab. A lab in FBS is a billing construct associated with each faculty member. When you login for the first time, you should see this screen. Please search for the last name of your advisor in the box and then click “Request to join” next to their name.
You have the option to send a request reason.

They are given a confirmation that their request has been sent.
Until you are approved into a lab by your advisor you will be unable to use the system. Access to instruments is approved in a separate process by the AARC Staff.