

FBS Billing System – Student Setup

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>

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.

University of Alabama

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Already have a Logon Account? [Logon](#)

Alabama Analytical Research Center

[Home](#) [Contacts](#) [Search](#)

Welcome

Welcome to the **University of Alabama** FBS Online Portal. This site is designed to automate the use of our Core Facilities and to provide the best possible customer service.

Quick Info

For more info, please contact the [Priority Software[®] Support Team](#).

Our Core Facilities

To learn more about a particular facility or to request access, please click on a facility name below.

University of Alabama

- [Alabama Analytical Research Center](#)

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On the next screen choose “myBama Id” then click Sign In

University of Alabama

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Welcome to our **Priority Software[®] FBS** web portal.

Logon using:

- myBama Id
- Priority Software Account

 Sign In

Other Options:

[Contact Us](#)

Browse/Request Access

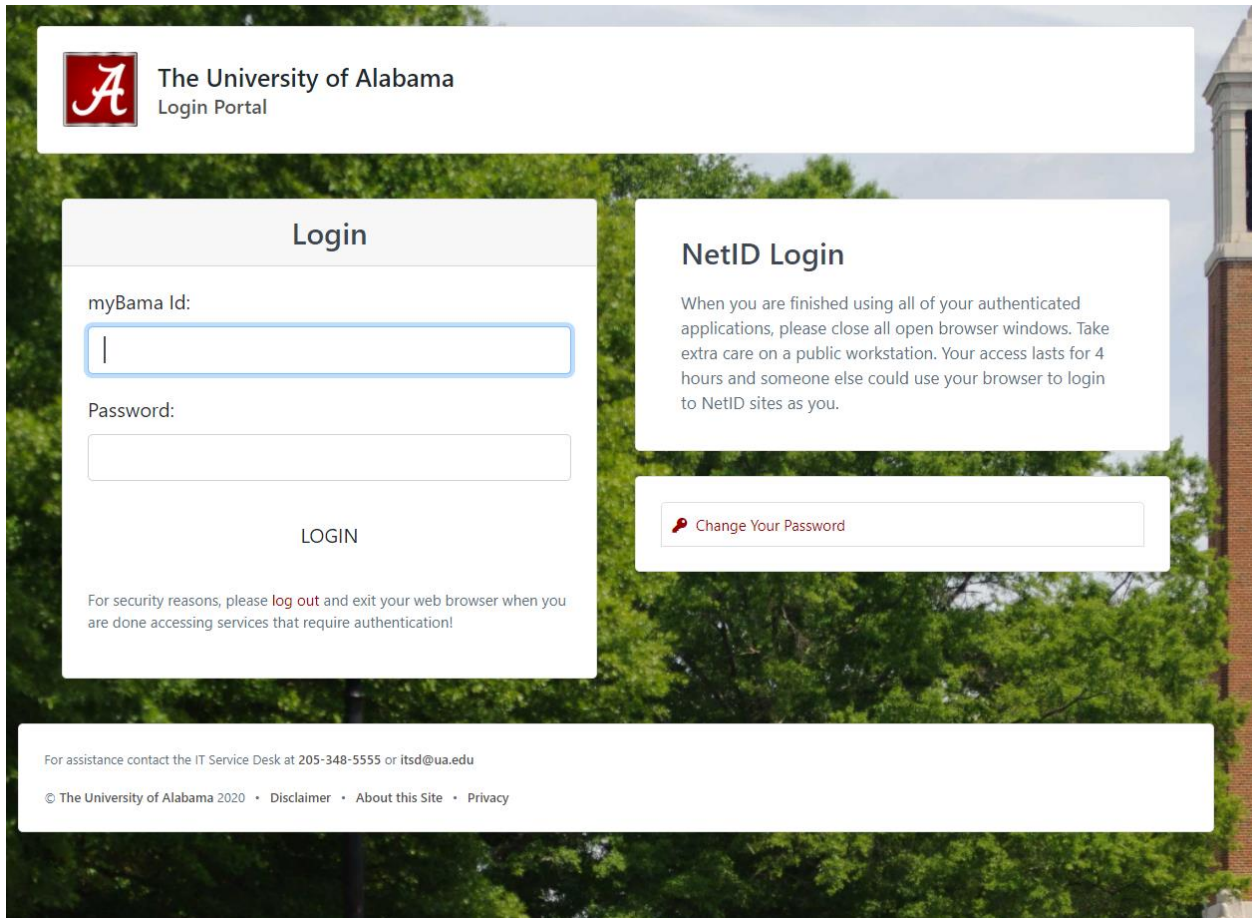
 [FBS Portal](#)

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

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You will be sent the UA sign in page you are familiar with from logging into mybama. Use your mybama username and password here.



The screenshot shows the login portal for The University of Alabama. At the top left is the UA logo and the text "The University of Alabama Login Portal". Below this is a "Login" form with a "myBama Id:" field (containing a vertical bar) and a "Password:" field. A "LOGIN" button is centered below the fields. To the right is a "NetID Login" section with a warning message: "When you are finished using all of your authenticated applications, please close all open browser windows. Take extra care on a public workstation. Your access lasts for 4 hours and someone else could use your browser to login to NetID sites as you." Below this is a "Change Your Password" button with a key icon. At the bottom, a footer contains contact information for the IT Service Desk and copyright information for 2020.

 The University of Alabama
Login Portal

Login

myBama Id:


Password:

LOGIN

For security reasons, please **log out** and exit your web browser when you are done accessing services that require authentication!

NetID Login

When you are finished using all of your authenticated applications, please close all open browser windows. Take extra care on a public workstation. Your access lasts for 4 hours and someone else could use your browser to login to NetID sites as you.

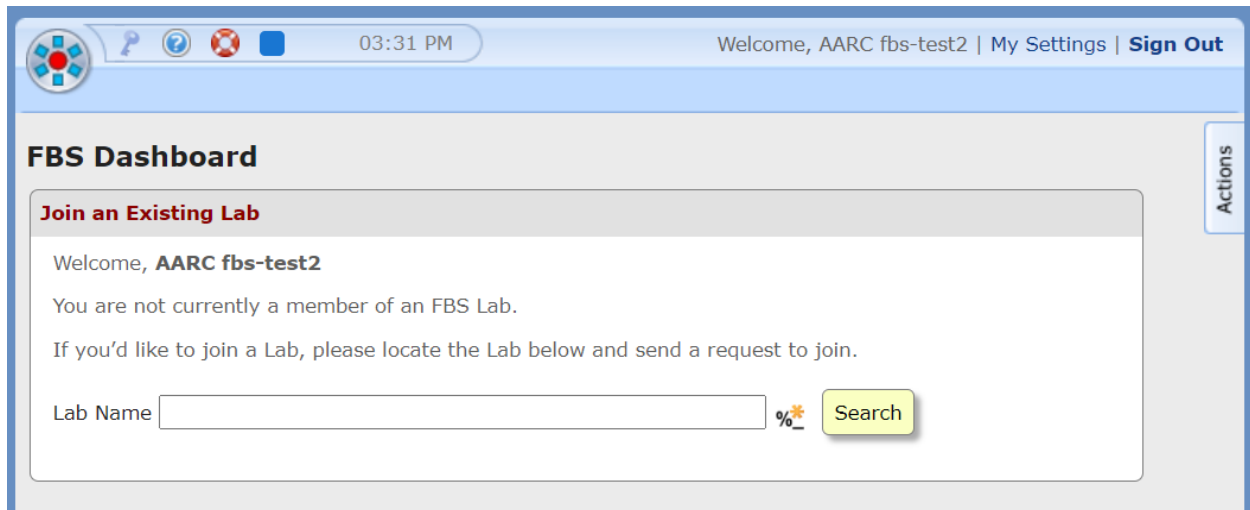
 [Change Your Password](#)

For assistance contact the IT Service Desk at 205-348-5555 or itsd@ua.edu

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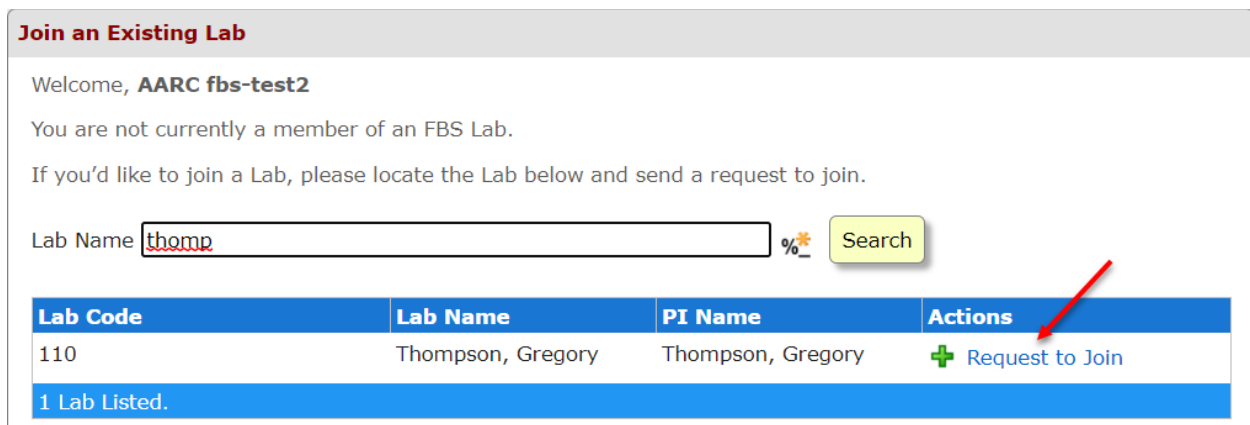
Students –Lab Access

Once you have logged in for the first time you should now request access to your advisors 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.



The screenshot shows a web browser window with the following elements:

- Browser tabs and address bar: 03:31 PM, Welcome, AARC fbs-test2 | My Settings | Sign Out
- Page title: FBS Dashboard
- Section header: Join an Existing Lab
- Welcome message: Welcome, AARC fbs-test2
- Text: You are not currently a member of an FBS Lab.
- Text: If you'd like to join a Lab, please locate the Lab below and send a request to join.
- Search form: Lab Name %* Search



The screenshot shows the search results for the query 'thomp' in the 'Join an Existing Lab' section:

- Search form: Lab Name %* Search
- Table of results:

Lab Code	Lab Name	PI Name	Actions
110	Thompson, Gregory	Thompson, Gregory	+ Request to Join


1 Lab Listed.

A red arrow points to the '+ Request to Join' button in the table.

You have the option to send a request reason.

PI Name	Actions
Thompson, Gregory	+ Request to Join

Request Reason


 Please enter your reason for wanting to join this Lab

I need access to FBS to book equipment in the AARC.
Can you approve me please?

They are given a confirmation that their request has been sent.

PI Name	Actions

Access Request

 Thank you for submitting your request.
Once your request has been processed, you'll be notified by email.

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.


Join an Existing Lab

Welcome, **AARC fbs-test2**

You are not currently a member of an FBS Lab.

If you'd like to join a Lab, please locate the Lab below and send a request to join.

Lab Name %*

Lab Code	Lab Name	PI Name	Actions
110	Thompson, Gregory	Thompson, Gregory	 Pending

1 Lab Listed.

Your request was sent on 01-11-2021 04:02 PM and there has been No Response