


For all new users requesting access to the IBB LN2 Fill station the following process is followed:

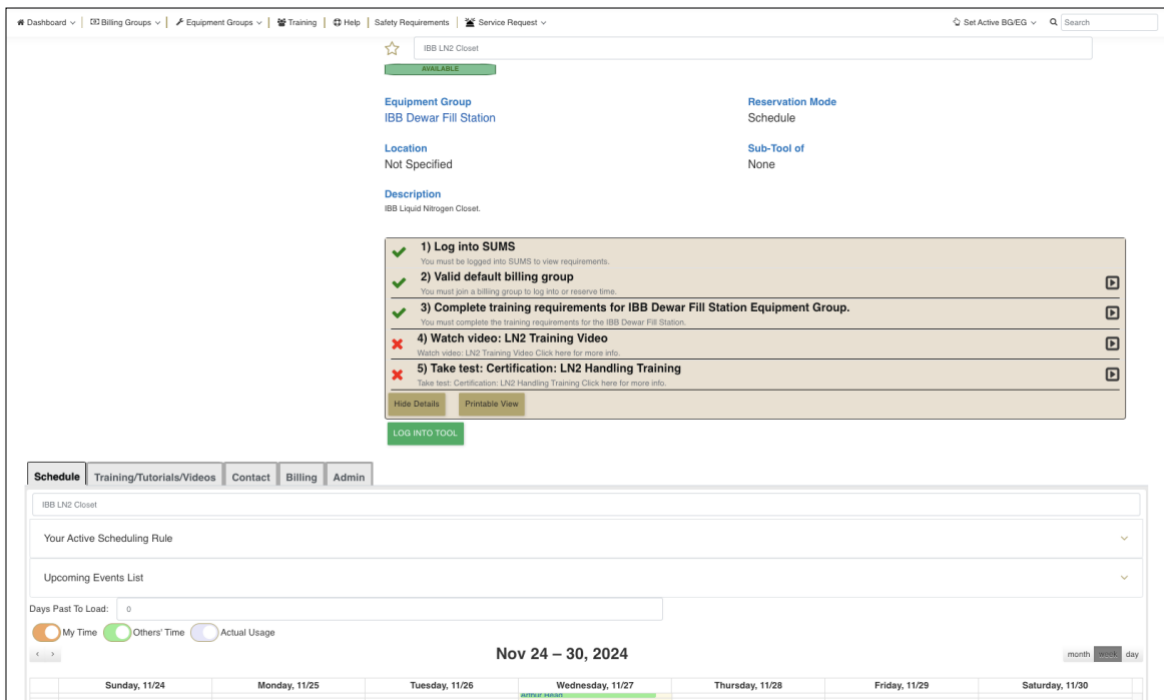
1. Go to this page:

https://sums.gatech.edu/SUMS_React/View_Equipment_React?ToolId=6349&Departmen

Equipment Group IBB Dewar Fill Station	Reservation Mode Schedule
Location Not Specified	Sub-Tool of None
Description IBB Liquid Nitrogen Closet.	
 Click Here To Get Access (5)	

[tId=136](#)

2. Click on “Click Here to Get Access” and Complete ALL the training steps mentioned



The screenshot displays the SUMS interface for the IBB LN2 Closet. At the top, there is a navigation bar with options like Dashboard, Billing Groups, Equipment Groups, Training, Help, Safety Requirements, and Service Request. Below this, the equipment details are shown, including the Equipment Group (IBB Dewar Fill Station), Reservation Mode (Schedule), Location (Not Specified), and Sub-Tool of (None). The Description is IBB Liquid Nitrogen Closet.

The main section contains a list of training requirements:

- 1) Log into SUMS: You must be logged into SUMS to view requirements.
- 2) Valid default billing group: You must join a billing group to log into or reserve time.
- 3) Complete training requirements for IBB Dewar Fill Station Equipment Group.
- 4) Watch video: LN2 Training Video: Watch video: LN2 Training Video. Click here for more info.
- 5) Take test: Certification: LN2 Handling Training: Take test: Certification: LN2 Handling Training. Click here for more info.

Below the requirements list, there are buttons for 'Hide Details', 'Printable View', and 'LOG INTO TOOL'. At the bottom, there is a calendar view for November 2024, with the current date highlighted as Wednesday, 11/27.

3. View the 15 – 20 min safe use video AND certify that you have viewed and understand usage guide:

Select Tool/Service

How To Get Access IBB LN2 Closet

You are authorized

Contact Trainers

Edit Settings

1) I have viewed and understood the training video for Liquid Nitrogen Handling provided by IBB.

Yes

No

Submit Test Cancel

4. ALL the steps should have a Green Tick mark instead of the Red Cross marks:
Note the **LOG INTO TOOL** button that is now active.

Description

IBB Liquid Nitrogen Closet.

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Hide Details Printable View

LOG INTO TOOL

5. Then schedule time on the tool calendar (Max time between 8AM – 5PM is 30 minutes):

Schedule Training/Tutorials/Videos Contact Billing Admin

IBB LN2 Closet

Your Active Scheduling Rule

Upcoming Events List

Days Past To Load: 0

My Time Others' Time Actual Usage

Nov 24 – 30, 2024

	Sunday, 11/24	Monday, 11/25	Tuesday, 11/26	Wednesday, 11/27	Thursday, 11/28
10am				08:00am - IBB LN2 Closet	
				08:30am - IBB LN2 Closet	
11am				11:00am - IBB LN2 Closet	

6. Head to the IBB LN2 Closet, login via SUMS as shown in the video using the QR code (card scanner to be in place soon).
The Login button shown earlier will allow you to login as well.
7. After finishing use, please close the door and logout.

Note the **LOGOUT** and delete time button is now active.

Equipment Group IBB Dewar Fill Station	Reservation Mode Schedule
Location Not Specified	Sub-Tool of None
Description IBB Liquid Nitrogen Closet.	
<div style="border: 1px solid #ccc; padding: 5px;"> <p>✓ 1) Log into SUMS You must be logged into SUMS to view requirements.</p> <p>✓ 2) Valid default billing group You must join a billing group to log into or reserve time. ▶</p> <p>✓ 3) Complete training requirements for IBB Dewar Fill Station Equipment Group. You must complete the training requirements for the IBB Dewar Fill Station. ▶</p> <p>✓ 4) Watch video: LN2 Training Video Watch video: LN2 Training Video Click here for more info. ▶</p> <p>✓ 5) Take test: Certification: LN2 Handling Training Take test: Certification: LN2 Handling Training Click here for more info. ▶</p> <p>Hide Details Printable View</p> <p>LOGOUT & DELETE TIME</p> </div>	

- Peak usage is 30 minutes. (typically sufficient for most users to dispense LN2, including admins)
- No access without a valid billing group linked to user's SUMS account (respective lab admins/ financial admins/ PIs do this step. *IBB Core Managers **do not have access to user Billing Groups***).
- No access without completing the training videos and certification step mentioned above.