INSTRUCTIONS FOR ACCESSING EQUIPMENT IN BME DESIGN SHOP USING SUMS
Checklist to Gain Access to Equipment

- Billing Group Access (one-time only)
- Equipment Group Access (one-time only)
- Training & Specific Equipment Access (variable)
SETTING UP YOUR SUMS ACCOUNT & PROFILE
Navigate to sums.gatech.edu
Click **Login** button
Login with your **GT Account Username** and Password.
Make sure you proceed with Two-Factor Authentication
If you are a new user, please complete a **SUMS profile** (example shown below)

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell Phone Number</td>
<td>(123) 456-7890</td>
</tr>
<tr>
<td>Cell Phone Provider</td>
<td>ATT</td>
</tr>
<tr>
<td>Card Number</td>
<td>0</td>
</tr>
<tr>
<td>Home GT Department</td>
<td>Biomedical Engineering, GT/Emory School Of</td>
</tr>
<tr>
<td>Classifier</td>
<td>Student Assistant - GT</td>
</tr>
<tr>
<td>User Status</td>
<td>Undergraduate Student</td>
</tr>
<tr>
<td>User Affiliation</td>
<td>Local site academic (Georgia Tech)</td>
</tr>
<tr>
<td>User Discipline</td>
<td>Medicine (research)</td>
</tr>
</tbody>
</table>

**Save**
ACCESSING BILLING GROUP: BME DESIGN SHOP
Click on the **Billing Groups** tab from the yellow row of tabs
Search for “design shop” and click on the link for BME Design Shop
Select the **Join Billing Group** tab and click **Request Entry to BG** button.
Congratulations! You are now in the BME Design Shop Billing Group!
ACCESSING EQUIPMENT GROUP: BME DESIGN SHOP
Click on the **Equipment Groups** tab from the yellow row of tabs
Search for “design shop” and click on the image for BME Design Shop
Click on Become A Member
Click on **Request Access**
Congratulations! You are now in the BME Design Shop Equipment Group!
Visit the BME Design Shop during specified hours for training and access to equipment using the SUMS touchscreen console!