

INSTRUCTIONS FOR NEW USERS

1. Set up a new account. This is a one-time requirement and is good for both MCIF and LCIF sign-up
2. Request approval for the resource you want to use
3. Sign up for time

Set up a new account:

1. Click on the link below to navigate to the New User Registration page.

<http://129.112.20.11/scheduler/register.php?>

New User Registration	
Login Name: <input type="text"/> <small>no spaces please</small>	Address: <input type="text"/>
First Name: <input type="text"/>	Room #: <input type="text"/>
Last Name: <input type="text"/>	City: <input type="text"/>
E-mail address: <input type="text"/>	State: <input type="text"/>
Alternate email: <input type="text"/>	Zipcode: <input type="text"/>
Phone: <input type="text"/>	Affiliation: <input type="text" value="NOT SELECTED"/>
	Department: <input type="text" value="NOT SELECTED"/>
Make Public: <input type="checkbox"/> <small>(Let other users view your personal calendar)</small>	<small>*required information for billable resources:</small>
Password: <input type="text"/>	PI: <input type="text" value="NOT SELECTED"/>
Password (again): <input type="text"/>	Account #: <input type="text"/>
	<small>additional accounts can be added later</small>
<input type="submit" value="Submit"/>	

2. Fill in the required information.
If your Department is not listed, choose "Other...Unlisted"
If your PI is not listed, choose "Other...Unlisted"
3. Enter a six digit account number (this should be the number of the account that will be billed).
4. Click "Submit"
5. If you have listed Department or PI as "Other...Unlisted", you will be asked to provide this information on the next page.
6. If the account number that you submit is new to the system then you will be required to provide more information for billing purposes.

7. Note that you will not be able to make reservations with this account number after the date that you enter as “Expiration Date”.

User Registration

Please provide the requested information to complete the registration

Account Information

Account number you specified is not in the database.
Please provide the following information for account number 219812:

Account Name: Account Number: **219812**

Description:

Admin Name:

Admin Mailcode:

Expiration Date:

Principal Investigator Information

First Name:

Last Name:

email:

Save

Request Approval:

1. Navigate to the login page <http://129.112.20.11/scheduler/login.php>
2. Type in your new username and password
3. You will be taken to the Resource Schedules page.
4. Select the microscope you wish to use from the list at the left or from the pulldown menu at the bottom.
5. You will be taken to the calendar for that microscope.
6. Click on the day you wish to sign up for.
7. On the next screen, click on the button “Send Access Request”

The Ultramicrotome Reichert Ultracut E resource requires administrative approval

If you would like to use the Ultramicrotome Reichert Ultracut E schedule, you must first be granted access by the calendar administrator. You will receive an email when your request has been processed.

Send Access Request

8. This will send an email alert to the Resource Administrator.
 9. The Administrator will contact you to when approval is granted.
- Only after you receive approval notification will you be able to make a reservation.

Sign Up for Time:

1. Navigate to the calendar for the microscope you wish to use.
2. "Event Name" is a required field
3. Click on the day you wish to use the microscope.
4. "Description" is optional.
5. If you use more than one account make sure you select the appropriate account.
6. Fill out the sign up form and click "Save".
7. Look for the opportunity to send session requests – "I will need help today" etc
8. The "send confirmation email" is checked by default.
9. There is an opportunity to select that a reminder email be sent to you at a desired interval prior to the reserved time.

Reserve Time for TEM1

Chris Gilpin

<p>Event Name: <input style="background-color: yellow;" type="text"/></p> <p>Description: <input style="width: 100%; height: 60px;" type="text"/></p> <p>*Date: <input type="text" value="9"/> <input type="text" value="Jul"/> <input type="text" value="2005"/> <input type="button" value="Select..."/></p> <p>Time: <input type="text"/> : <input type="text"/> <input checked="" type="radio"/> am <input type="radio"/> pm</p> <p>Duration: <input type="text" value="15 minutes"/></p> <p>Service: <input type="text" value="tem [\$5.00 per 15 minute block]"/></p> <p>Account: <input type="text" value="mcif account [762155]"/></p> <p>Session Requests <i>(emailed to Admin)</i></p> <input style="width: 100%; height: 40px;" type="text"/>	<p>Availability</p> <table border="0" style="width: 100%;"> <tr><td>Sundays</td><td>All Day</td></tr> <tr><td>Mondays</td><td>All Day</td></tr> <tr><td>Tuesdays</td><td>All Day</td></tr> <tr><td>Wednesdays</td><td>All Day</td></tr> <tr><td>Thursdays</td><td>All Day</td></tr> <tr><td>Fridays</td><td>All Day</td></tr> <tr><td>Saturdays</td><td>All Day</td></tr> </table> <p style="font-size: small;">Reservations available 14 days in advance Wed July 20, 2005</p>	Sundays	All Day	Mondays	All Day	Tuesdays	All Day	Wednesdays	All Day	Thursdays	All Day	Fridays	All Day	Saturdays	All Day
Sundays	All Day														
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Wednesdays	All Day														
Thursdays	All Day														
Fridays	All Day														
Saturdays	All Day														

Send confirmation email:

Send reminder: in advance

Send to: christopher.gilpin@utsouthwestern.edu

Export this entry (Palm, Outlook, iCal)

Your name and the time slot you have chosen will be displayed on the calendar.

You may edit or delete a reservation only before the deadline set by the system administrator.

Please contact staff in the MCIF or LCIF for help with this system.