

To schedule use of any of the microscopes or computers, use: <https://infinity.kent.edu/>.

Use Kent credentials to login in (<https://infinity.kent.edu/secure/Secured/User/Calendar.aspx>)

Select on the top bar: Instruments or My Favorite Instruments

My HomePage Instruments Request Services Supplies PI/Lab Admin Facility Admin

Today 01-16-23 - 01-22-23 Instrument Filter Admin View

Slide Scanne.. MBF Bioscienc..

	Mon, 16	Tue, 17	Wed, 18	Thu, 19	Fri, 20	Sat, 21	Sun, 22	Mon, 16	Tue, 17	Wed, 18	Thu, 19	Fri, 20
08:00 AM												
08:30 AM												
09:00 AM												

Click here to make a reservation

Select the date and time and click on the start time and using the mouse, drag across the time blocks to highlight the entire time for which you want to make a reservation.

My HomePage Instruments Request Services Supplies PI/Lab Admin Facility Admin

Today 01-16-23 - 01-22-23

Slide Scanne..

	Mon, 16	Tue, 17	Wed, 18	Thu, 19	Fri, 20	Sat, 21
08:00 AM						
08:30 AM						
09:00 AM						
09:30 AM						

Click here to make a reservation

A separate window will pop up. In this window, select the lab (Lab*) and select **BHRI Neuroimaging Collaboratory**.

INFINITY Create Appointment For Slide Scanner

Schedule | Email User | Rules & Policies

☐ DownTime * Mandatory

Subject: Coolen Lique Users*: Coolen Lique(jcoolen@kent.edu)

Start time*: 01-19-23 08:30 AM End time*: 01-19-23 10:00 AM

Phone:

Add-on Instruments: Select Add-On

Project/Membership: Not Applicable [Set as default](#)

Lab*: **BHRI Neuroimaging Collaboratory** [Set as default](#)

Session Type*: Not Applicable

Special Instructions: Aleisha Moore, Angela Ridgel, BHRI Neurocognitive Collaboratory, BHRI Neuroimaging Collaboratory, Julia Huyck, Lab1_Test, Lique Coolen, Michael Lehman

☐ Recurrence

You can Set this is as Default

INFINITY Create Appointment For Slide Scanner

Schedule | Email User | Rules & Policies

☐ DownTime * Mandatory

Subject: Coolen Lique Users*: Coolen Lique(jcoolen@kent.edu)

Start time*: 01-19-23 08:30 AM End time*: 01-19-23 10:00 AM

Phone: 13306722731

Add-on Instruments: Select Add-On

Project/Membership: Not Applicable [Set as default](#)

Lab*: **BHRI Neuroimaging Collaboratory** [Set as default](#) [Set as default successfully!!](#)

Session Type*: **Unsupervised**

Special Instructions:

☐ Recurrence

SAVE **CLOSE**

Select the Session Type:

“Unsupervised” will be most likely since you are fully trained before receiving access to the calendar.

If you do require further training, please select “Training” or “Supervised”.

INFINITY Create Appointment For Slide Scanner

Schedule | Email User | Rules & Policies

☐ DownTime * Mandatory

Subject: Coolen Lique Users*: Coolen Lique(jcoolen@kent.edu)

Start time*: 01-19-23 08:30 AM End time*: 01-19-23 10:00 AM

Phone:

Add-on Instruments: Select Add-On

Project/Membership: Not Applicable [Set as default](#)

Lab*: BHRI Neuroimaging Collaboratory [Set as default](#)

Session Type*: Unsupervised

Special Instructions:

☐ Recurrence

Select the correct user (if you are scheduling for another user) and enter a phone number where you or the user can be reached.

INFINITY Create Appointment For MBF Bioscience

Schedule | Email User | Rules & Policies

☐ DownTime * Mandatory

Subject: Coolen Lique Users*: Coolen Lique(jcoolen@kent.edu)

Start time*: 01-17-23 08:30 AM End time*:

Phone: 13306722731

Add-on Instruments: Select Add-On

Project/Membership: Not Applicable [Set as default](#)

Lab*: BHRI Neuroimaging Collaboratory [Set as default](#)

Session Type*: Unsupervised

Special Instructions:

☐ Recurrence

SAVE **CLOSE**

Select User

- Brown Eric(ebrow107@kent.edu)
- Coolen Lique (jcoolen@kent.edu)
- Dauphars Jack(jdauphar@kent.edu)
- Green Phoenix(pgreen18@kent.edu)
- Kent User2(User2@gmail.com)
- Koch Mary(mekoch@kent.edu)
- Kopcak Mary Ann(mkopcak@kent.edu)
- Moore Aleisha(amoor149@kent.edu)

Select SAVE