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

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

Select on the top bar: Instruments or My Favorite Instruments

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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.

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

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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".



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

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| My Favorite Instruments My Favorite Requests My Reservations / My Files My | Subject: | Coolen Lique | Users*: | Coolen Lique(jcoolen@kent.edu) 🛛 |
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| 🔇 🕟 Today 🛱 01-16-23 - 01-22-23 | Phone: | 13306722731 | | Coolen Lique (jcoolen@kent.edu) |
| | Add-on Instruments: | Select Add-On 🔻 | | Green Phoenix(pgreen18@kent.edu) |
| | Project/Membership: | Not Applicable | Set as default | Kent User2(User2@gmail.com) Koch Mary(mekoch@kent.edu) |
| | Lab*: | BHRI Neuroimaging Collaboratory | Set as default | Kopcak Mary Ann(mkopcak@kent.edu) Moore Aleisha(amoor149@kent.edu) |
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