

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>)

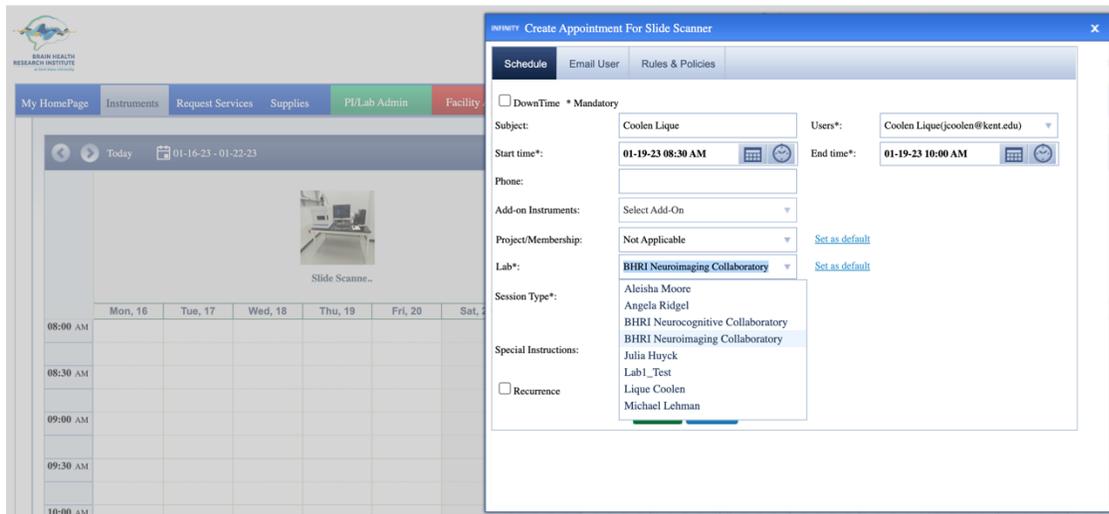
Select on the top bar: Instruments or My Favorite Instruments

The screenshot shows the Infinity by Idea Elan interface. At the top, there is a navigation bar with tabs: My HomePage, Instruments, Request Services, Supplies, PI/Lab Admin, and Facility Admin. The main content area displays a calendar for two instruments: Slide Scanne.. and MBF Bioscienc.. The calendar grid shows time slots from 08:00 AM to 09:30 AM for the dates Mon, 16 to Fri, 20. A tooltip with the text "Click here to make a reservation" is visible over the 08:30 AM slot on Wednesday, 18th.

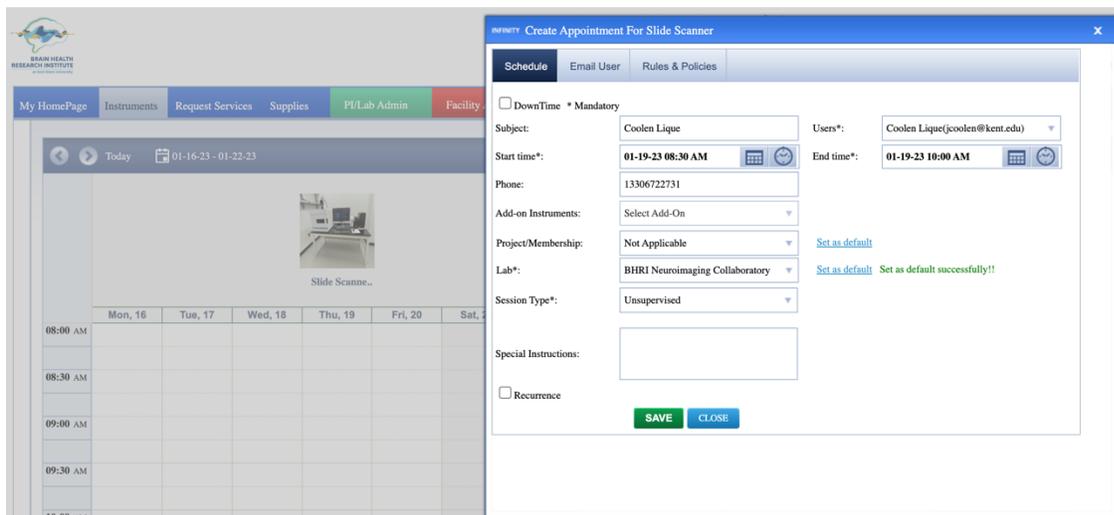
Select the date and time and click on the start time and using the mouse, drag across the time blocks to highlight the entire time for which you want to make a reservation.

This screenshot shows the same interface as the previous one, but with a reservation highlighted. The reservation is for the time slot from 08:30 AM to 09:00 AM on Wednesday, 18th. A tooltip with the text "Click here to make a reservation" is visible over the 09:00 AM slot on Wednesday, 18th.

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



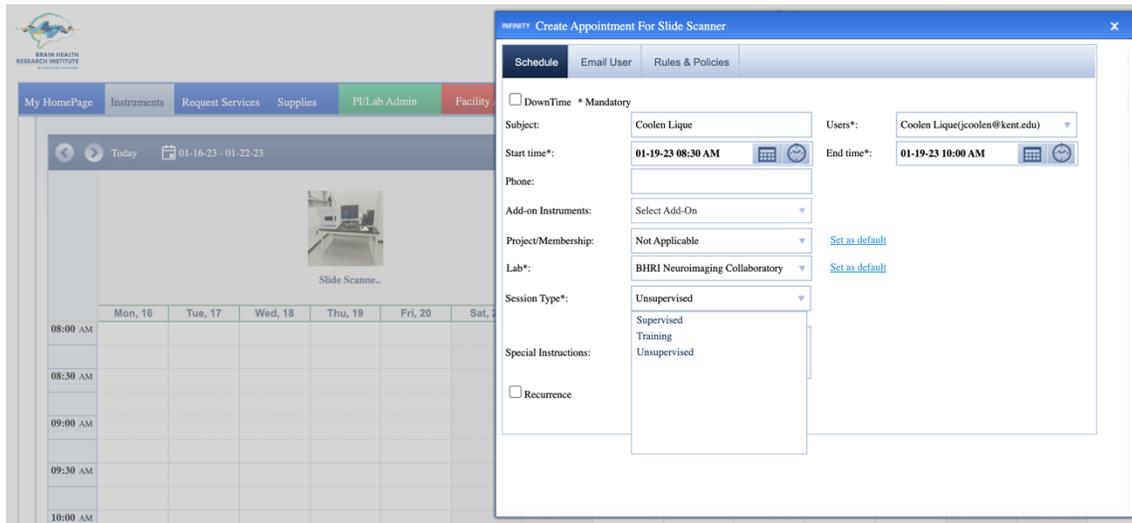
You can Set this is as Default



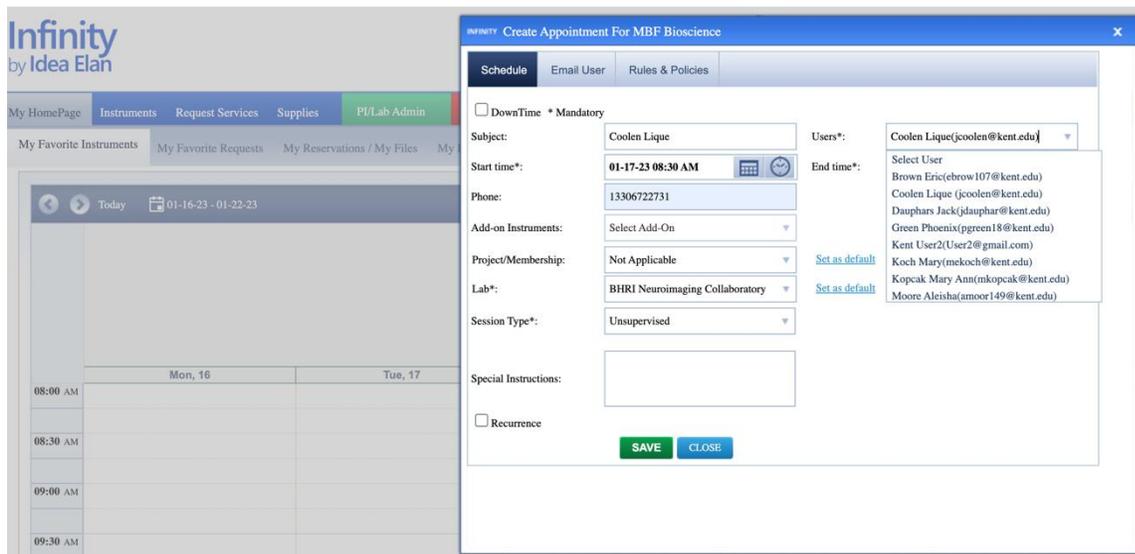
Select the Session Type:

“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.



Select SAVE