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To schedule on the microscope calendars, you must have a user account with iLabs Solutions.

To set up an iLabs user account:

- Contact Mike or Ashley and provide your name, work email address, phone number and the name of your PI.
- You will receive an email from iLab Solutions with instructions for creating your password.
- Make sure that ilabsolutions.com is a trusted site, so that you don’t “spam” the email from iLabs.

To schedule time on a microscope calendar:

1) Go to https://my.ilabsolutions.com/
2) Login using your iLabs username and password. IMPORTANT: On initial login, set your account time zone, click "update", then log out once to set the change.
3) Once logged in, you will be on your home page. Once you have made reservations, they will be listed here.
4) Click on the "List all Cores" link on the left panel.
5) Click on the Fluorescence Microscopy Core link on this page.
6) Select the "Reserve Instrumentation" tab.
7) Select "Microscopes" and you will see the list of all Facility microscopes.
8) Click on "View Schedule" to the right of the microscope you need.
9) Click and drag on the time frame that you want to reserve.
10) The Event Details window will open:
      Select the Availability Type (Unassisted/Assisted/Training). You may adjust the scheduled date and time in this window. PRs are required at this point. If you do not have a PR set-up then contact Mike or Ashley to schedule for you in the interim.
      Ignore the Project box.

11) SELECT "SAVE RESERVATION".

*Availability type – Unassisted is for trained users on a microscope. If you do not see “Unassisted” as an option, check to make sure that you are trying to schedule on a microscope on which you are trained.

To cancel time on a microscope calendar:

- Select View Schedule for the microscope you have reserved time.
- Click on the Reservation block, then select the Details icon that appears to the left.
- The Event Details window for your reservation will open.
- Select “Cancel Reservation” at the bottom of the window.
- Your time will still appear – in pink highlight – but others can schedule in the same time block.
- Please note that you can only cancel a reservation 48hrs before your scheduled time begins. This facility policy is to keep habitual cancellations unfairly affecting other users’ ability to plan their experiments and image their samples.