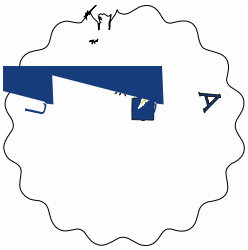


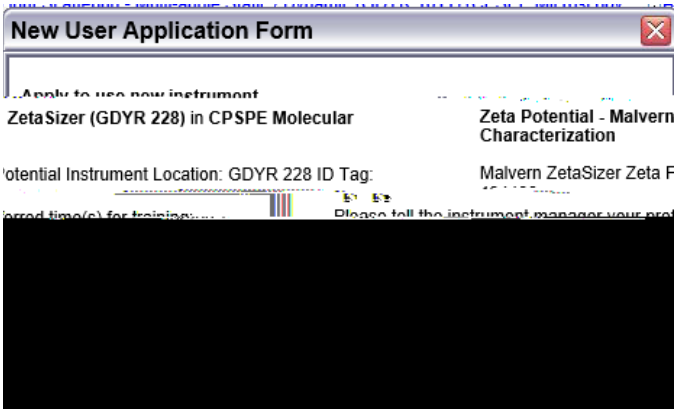
3. Requesting Access to an Instrument for the First Time

3.1 Your home window will look similar to the one below, though the initial Authorized Instruments list will be different.

. User home screen

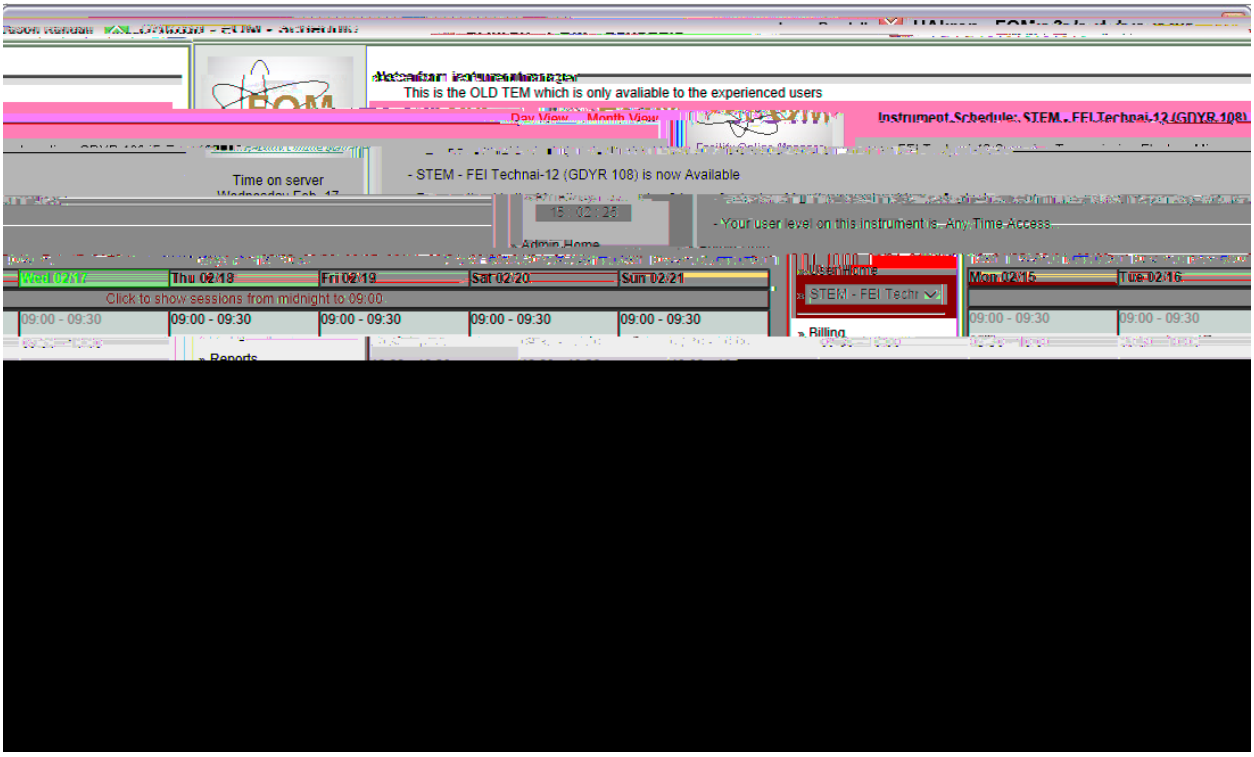
3.2 From the Available Instruments section, choose a core facility (ex: CPSPE Molecular Characterization) and select the Resources in this Facility link. This will expand the list of instruments in that core facility.

3.3 Click on the instrument you wish to apply to use (ex: Zeta Potential – Malvern Zetasizer). A New User Application form window opens like the one below.



. New user application window

4. Reservations and Cancellations



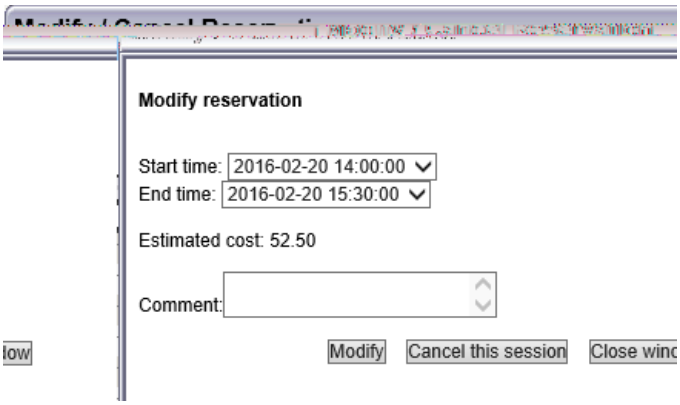
. Instrument schedule screen

4.3 To reserve a session, click on the start time you want. A window will appear similar to Figure 4-3. Select the desired end time. Based on the amount of time you select, the estimated cost will be provided. Click the Reserve button when you are finished.

. Instrument reservation window

4.4 To modify or cancel a session, start by going to the instrument schedule, then click on the session you wish to change. A window will appear similar to Figure 4-4. Edit the reservation time and click Modify, or cancel the reservation by clicking Cancel this session.

4.4.1 Note that if you cancel your reservation with less than 24 hours advanced warning, your account will be charged for the reserved time.



. Modify or cancel reservation window

5. Logging In and Out of a Session

5.