

# Booking Calendar Users Guide

1. Fill out and submit a Work Authorization form. [Work Auth Form](#) For questions about this process please contact the administrative office.
2. All users must complete the online Laser Safety Training provided by EHS: <https://utah.bridgeapp.com/learner/courses/2d8ad69f/enroll>. Upon completion, email your certificate to [support.cellimaging@cores.utah.edu](mailto:support.cellimaging@cores.utah.edu)
3. We recommend an initial half hour project consultation with Xiang or Anton. This will help us ensure you obtain the best images possible from your samples. This can be arranged with the booking calendar. Instructions below.
4. We require 1-2 hours of microscope training prior to solo use of the microscopes. Please schedule time with both the microscope you want to use and Xiang or Anton. This can be arranged with the booking calendar. Instructions below.
5. We suggest that you book time with staff for the start of your first imaging session. We also suggest that you not book after hours imaging until you feel comfortable with the microscope.
6. If you want assisted imaging instead of training, this should be booked like a training session, i.e., book both the microscope and staff.
7. Booking Consultation or Training
  - Each Staff member and microscope has a calendar that shows availability that you may book time for your use. Note that our staff have normal consultation hours at HCI, CSC and HSC. For any questions regarding our calendar system please email us at [support.cellimaging@cores.utah.edu](mailto:support.cellimaging@cores.utah.edu).
  - After booking staff member's time, check the drop down option next to 'Process' to select the training location. In the 'Description' or 'Service Needed', please include information about your imaging needs (e.g., consultation, live cell imaging or SP8 Training).
  - For training or assisted imaging, also book simultaneous time on the microscope.
8. Booking a Microscope
  - Book time with both the staff member and suggested microscope simultaneously for initial hardware and software training.
  - Once trained, use the calendar to book time to use the microscope. Please note the cancelation policy below.
9. Building access is granted after full training is complete
  - HCI

- Computer and building access forms will be provided
- Submit forms per our instructions
- HSC and CSC
  - You must then go in person with your UID card to our Administrative Office to gain card access to the building and rooms to which you have been granted permissions. To get to our Administrative Office (Skaggs Bldg 582, Room 250), enter from the South doors, go up the stairs to the second floor, the offices are straight down the hall.
- SMBB
  - We will send your information to the SMBB building office. •

If you have any more questions concerning this process please contact us at [support.cellimaging@cores.utah.edu](mailto:support.cellimaging@cores.utah.edu).

**Calendar bookings must be deleted by the user 12 hours prior to the time reserved in order to avoid billing charges.** The booking time cannot be altered or deleted after this point and is non-refundable nor creditable if this time window is not met. The Cell Imaging Core is not liable if a user no longer needs their booking, if a user's samples do not work, if a user cannot make their booking, etc. However, if an instrument is down, is offline, or is under maintenance all fees will be voided for that duration.

Users with overages or caught with unregistered time can be charged \$100/h.

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