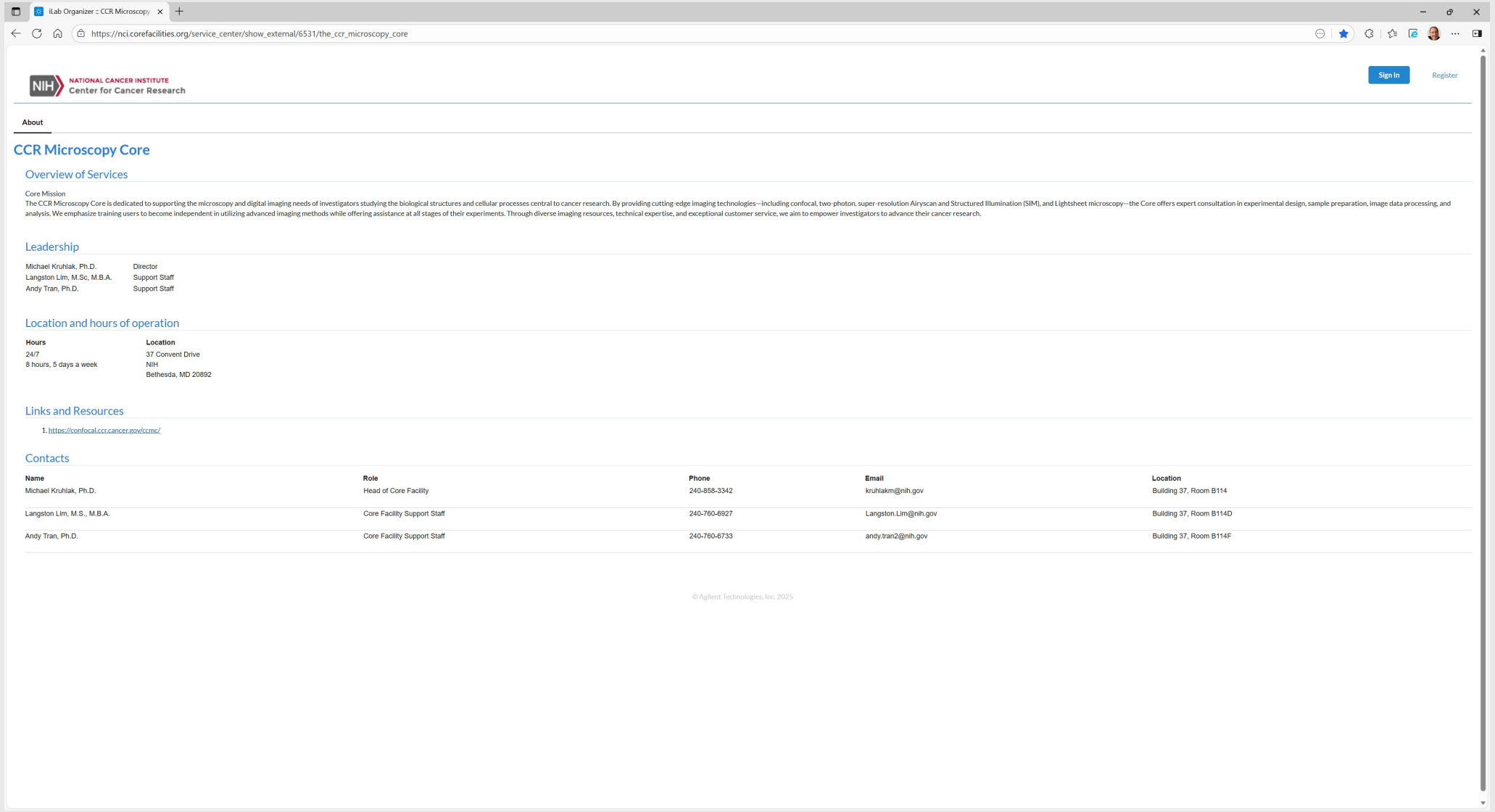
Log into iLab and look for the CCR Microscopy Core or bookmark our iLab website

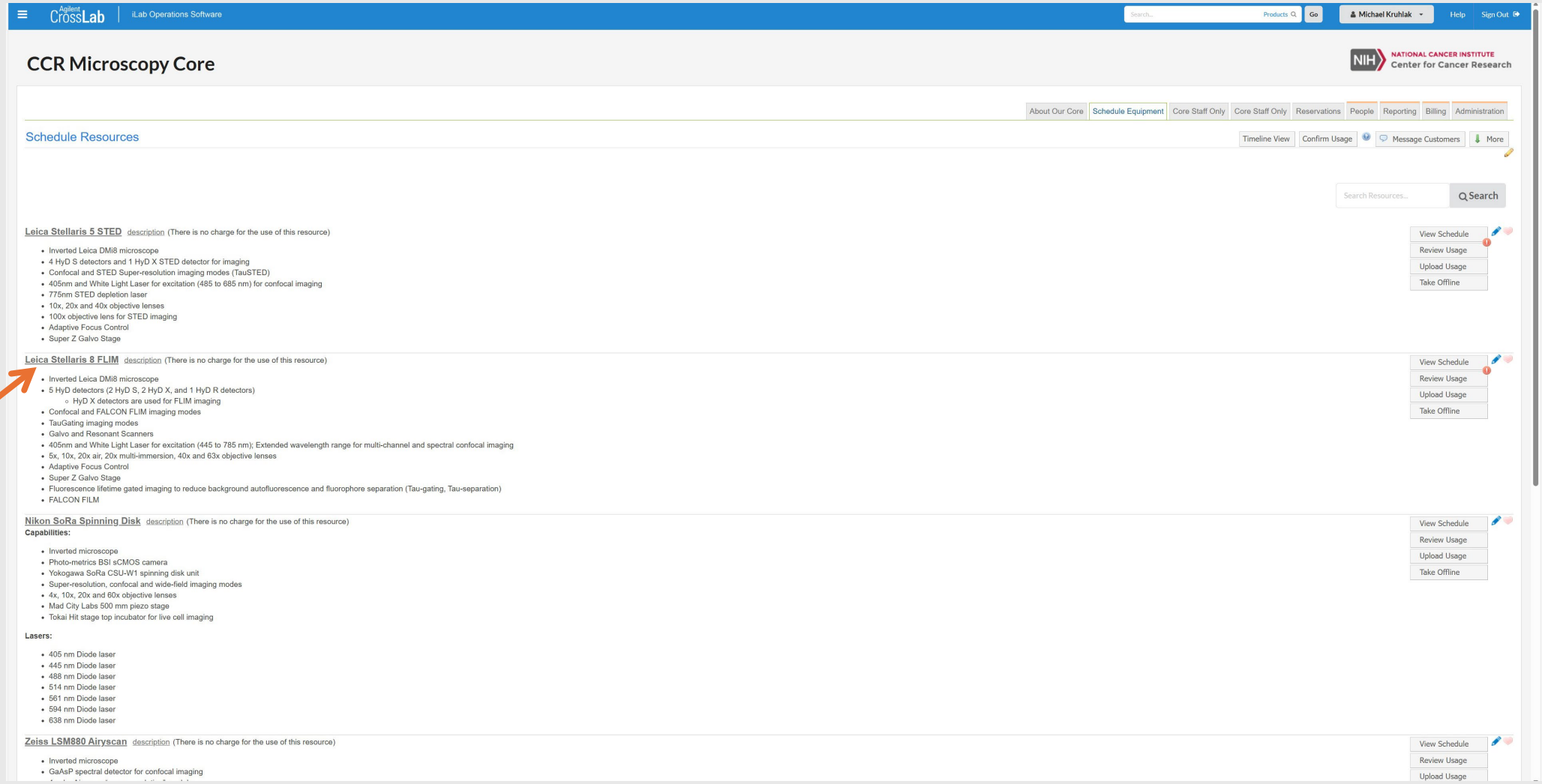
https://nci.corefacilities.org/service_center/show_external/6531/the_ccr_microscopy_core

- Sign in using your PIV card and NIH Staff SSO credentials



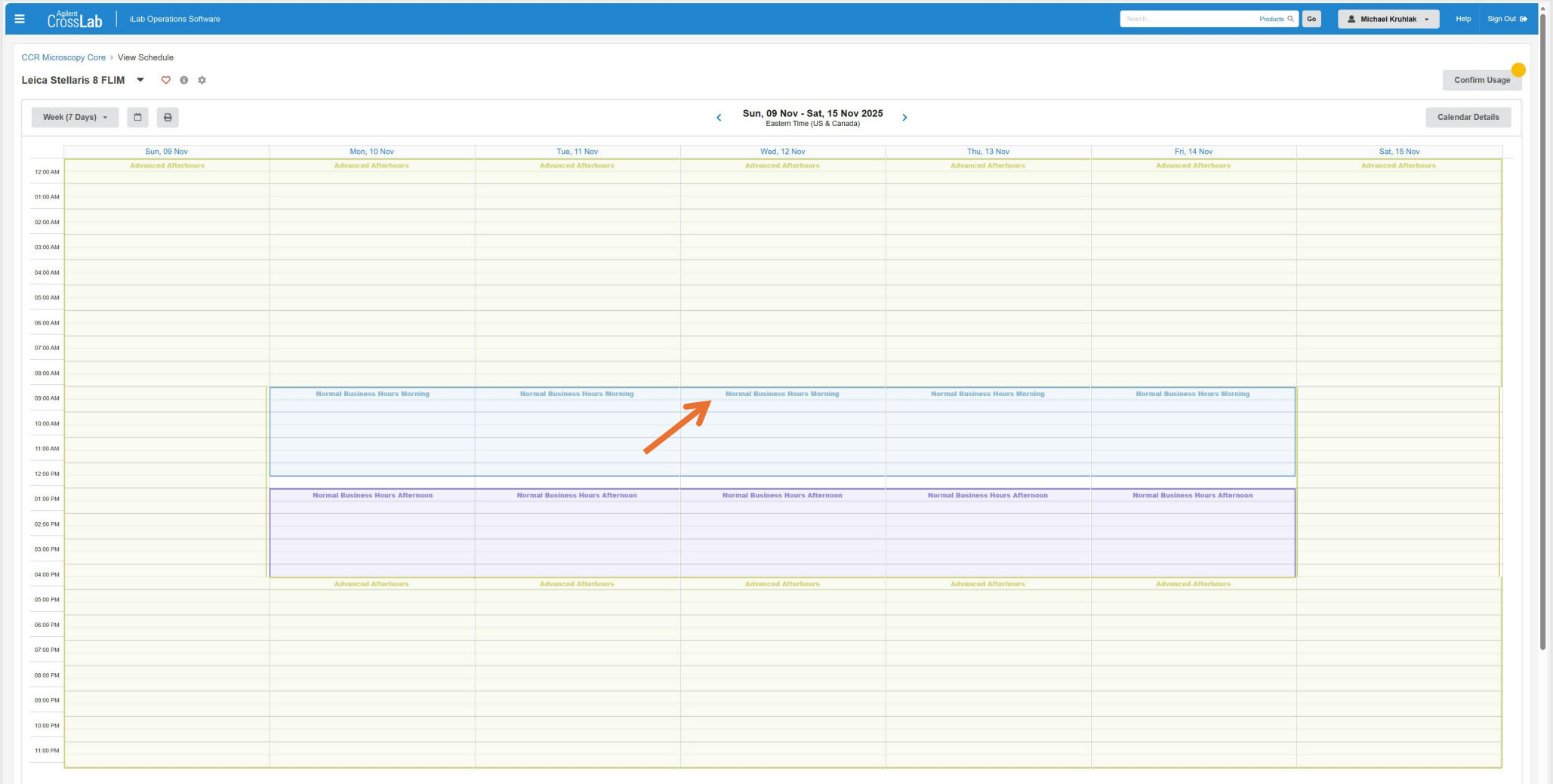
Go to the Schedule Equipment Tab

- The microscopes and image analysis workstations will be listed
- Click on the link for microscope or workstation you would like to reserve, for example the Leica Stellaris 8 FLIM



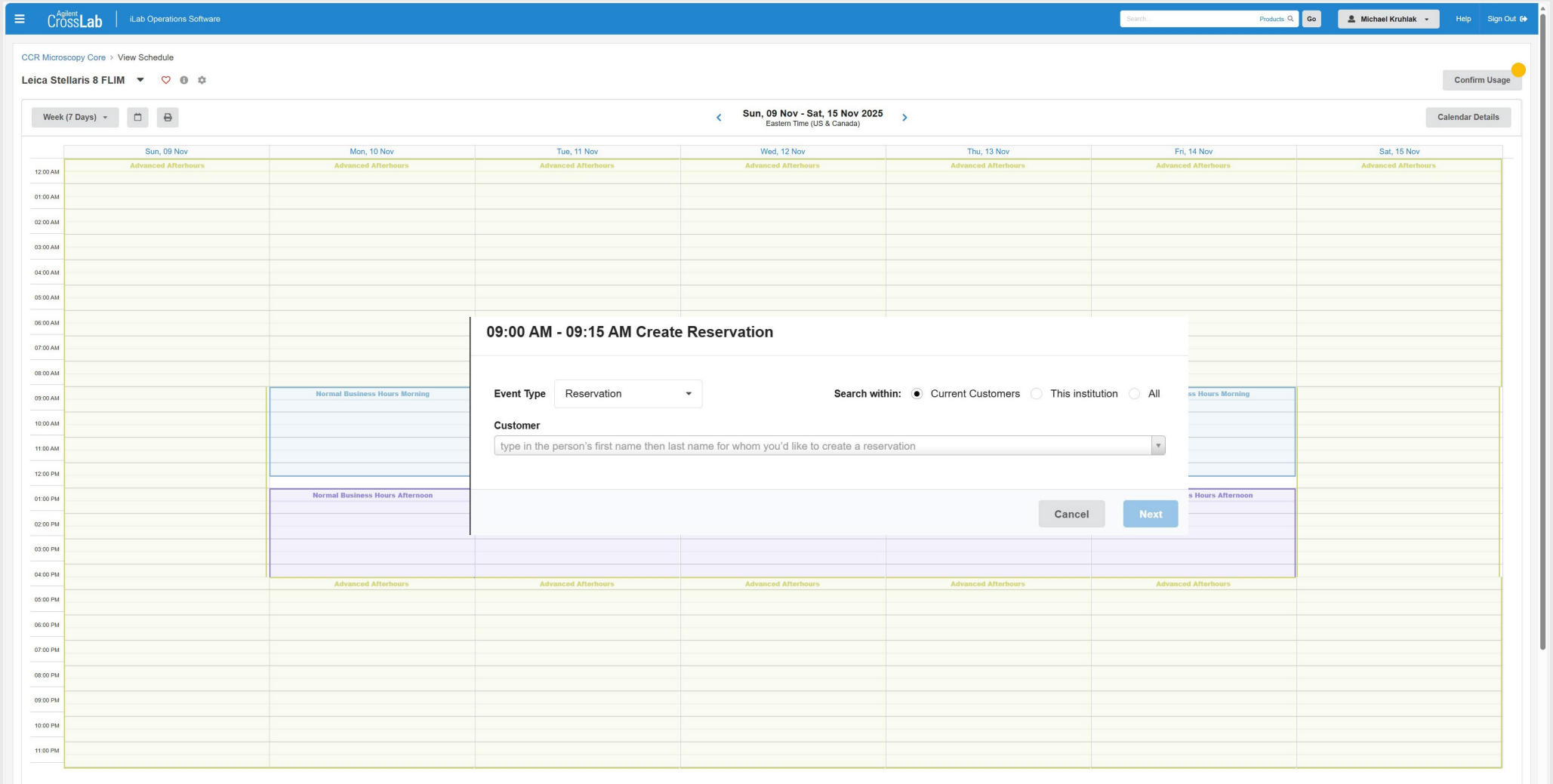
View Instrument Schedule

- Here you can view the schedule of the specific microscope or workstation and whether it has already been reserved on certain dates and times
- During normal working hours there are two reservations time slots available, Normal Business Hours Morning (9am-12:30pm) and Normal Business Hours Afternoon (1-4:30pm). All users that have been trained on the specific microscope will be able to reserve the instrument during normal business hours
- Afterhours reservations are available for advanced users and require an additional training level
- To create a new reservation double click on the day and time slot that you wish to reserve



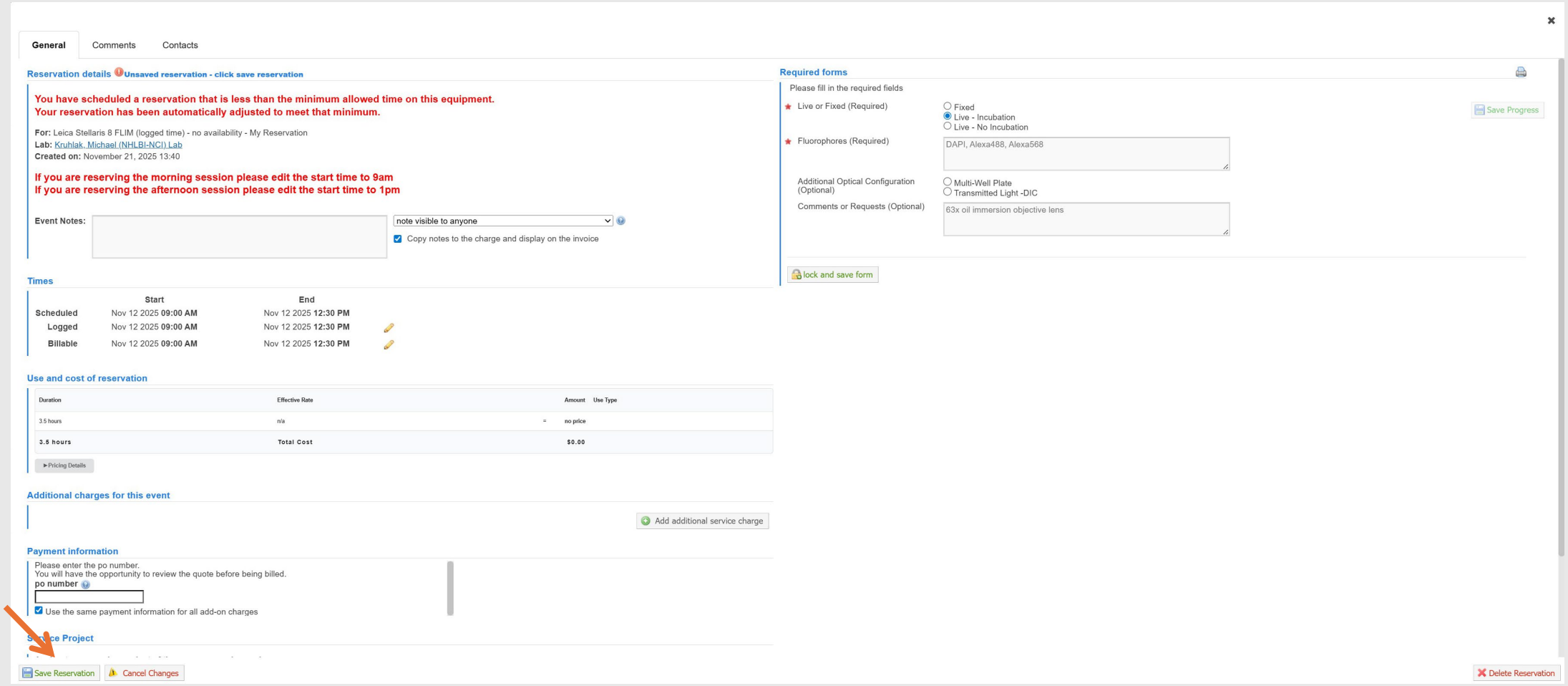
View Instrument Schedule

- Choose your name from the Create Reservation pop-up window and click Next



Microscope Reservation Details Window

- Fill in the information for the microscope reservation including the information for the Required forms, such as Live or Fixed and Fluorophores
- For the morning time slot please edit the scheduled start time to begin at 9am. The End time will auto-populate
- For the afternoon time slot please edit the scheduled start time to begin at 1pm. The End time will auto-populate
- We do not bill for microscope time. Please disregard the Use and cost of reservation info displayed
- When do click on the Save Reservation button near the bottom left of the window



Microscope Reservation Added to Schedule Calendar

- Your microscope reservation will now appear in the calendar in the Instrument Schedule
- You can modify and/or cancel the reservation up to 24 hours before the reservation begins by double-clicking on your reservation in the calendar.
- Please contact the core staff if you need to cancel your appointment with less than 24 hours before it is scheduled to begin