BookitLab Scheduling Software

Equipment and some lab scheduling is done through Bookitlab software. You will have to register for this. You will receive an email with the following link: https://core.bookitlab.com/gatewayurp and the name of your user group.

1. Clicking the link will bring you to the following:

2. Click *new user* at the top of the dialog box.

3. This will bring up the New User Registration form:

New User Registration

Use the form below to create your Bookit account.
Passwords are required to be a minimum of 8 characters in length.

User Name:

First Name:

Last Name:

Password:

Confirm Password:

Email:

Office phone:

Mobile:

Lab location (Building/ Room No.):

Advisor:

Department:

User Group:

In order to finish your registration, please enter the word below:

ZYZLN

Register   Cancel

4. Fill out this page as follows:

   a. Choose a *Username* which you should try to limit to about 7 characters all lower case. We suggest your first name and last initial, or last name and first initial or a nickname, but this will be how you appear on the calendar, so it would be helpful to make it something others will recognize.

   b. Enter the following required fields

      i. Lastname

      ii. Firstname

      iii. Password (must be at least 8 characters)

      iv. Email

      v. Office phone

      vi. Mobile phone

      vii. ***No one needs to enter anything for lab location***

      viii. ***STUDENTS ONLY*** enter Advisor and Department

      ix. User Group will be your company name which must match exactly what I have entered in the database, so this will be sent to you in the email with the link to the sign in page. Cut and paste it into the field or be sure to type it exactly as it is shown.

      x. Fill in the word/letters shown – not case sensitive

   c. Click *Register*.

   d. Once you have successfully completed this registration, it will be sent to the administrator for approval and once approved you will receive an email notifying you.

   e. You are now registered to use the system.

   f. Common registration errors…

      i. Missed spaces or extra spaces in the user group.

      ii. Password not 8 characters

      iii. Email or phone numbers missing

5. Administrator approval of your registration will be required before you can schedule.

6. Before anyone can use a piece of equipment, you must have training (called tutoring in the system). The training is free.

7. The first time you attempt to schedule time on any piece of equipment will require administrator approval to be sure that you have been trained on that equipment. Once approved for a piece of equipment, you will be able to schedule it without approval. IF MORE THAN A 6 MONTH LAPSE occurs in your use, for certain equipment you may need to retrain.

8. Weekly Training for heavily used equipment will be posted on the calendar. You may click on that reservation to join the training. Currently only the Auriga SEM and the Orion HIM are posted for weekly training. Only 4 people may sign up during these training sessions on these two microscopes. Since the software will not allow for multiple people to sign up for the same block of time, please plan to attend the 4 hour session, but only sign up for one of the hours blocked off. This will allow 4 people to sign up and give me a record of your attendance. If no one signs up for the training, then Matt will be available for observation, questions or he may be able to release the time to someone with an urgent need.

9. Training on other equipment can be scheduled by clicking on the calendar for that piece of equipment. A window will come up indicating that tutoring is required. That will generate an email to me and I will send you contact information for the trainer with whom you can schedule a mutually agreeable time.

10. Click on **Help** in the upper right hand corner for some general information on scheduling.

11. Questions or problems? Contact:

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