

MCGILL USERS LOGIN HERE



or

EXTERNAL USERS REGISTER/LOGIN HERE

Email/Company Id *

Password *

Remember me

[Forgot Password?](#)

Login

New To Infinity X?

Register

[Skip to Search Resources](#)

McGill user click here

- If you are already logged into McGill, no PW required
- If not, the McGill login window will pop up and you enter your McGill credentials

External Users who are already clients of the CRBS facility

- Use your email address you have used to deal with the CRBS facility in the past
- Type in following password: Test@123
- Go to your user profile and create your own PW

External Users who have never used any McGill core

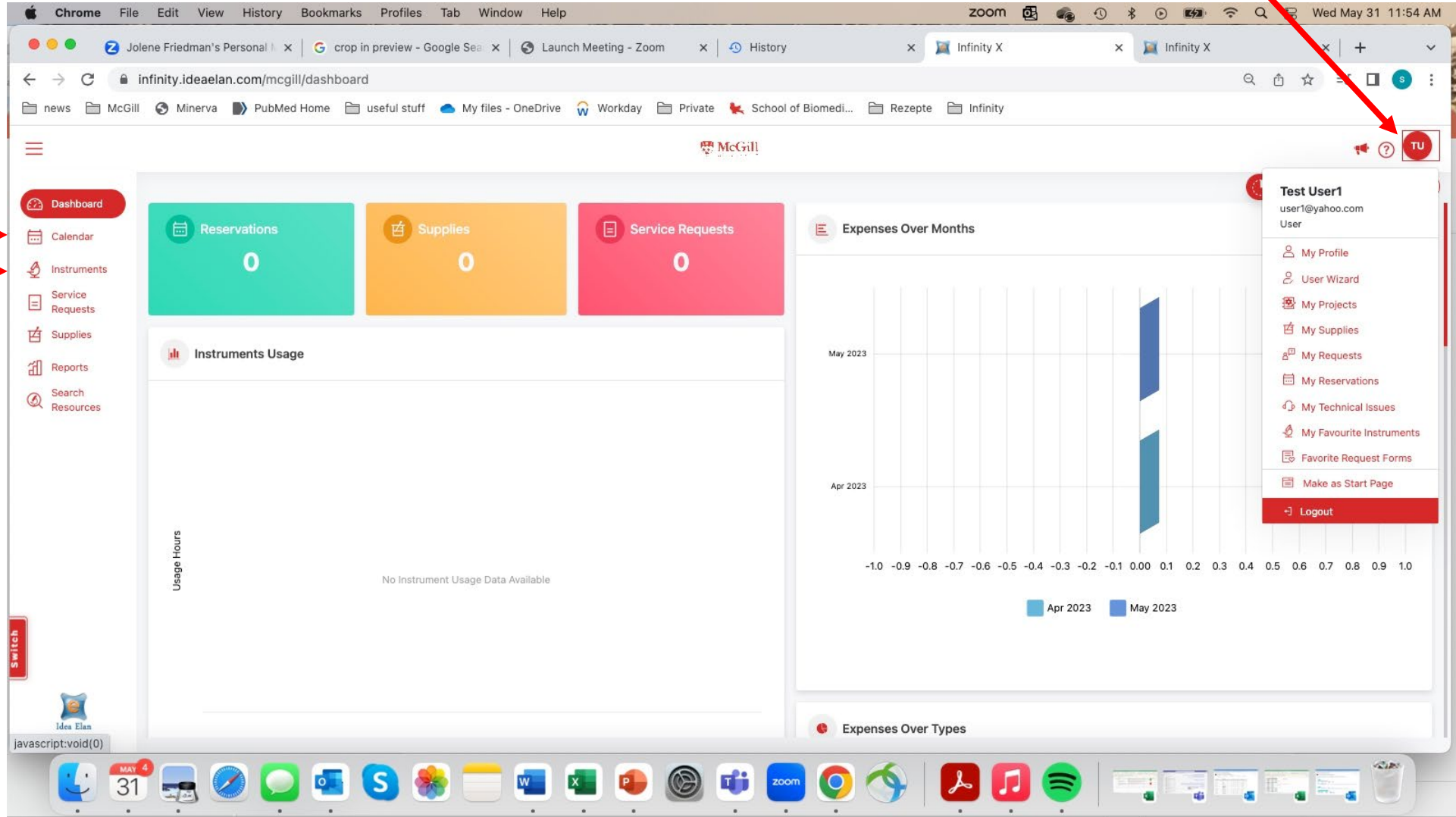
- Click "Register", create PW

Upon logging in, you arrive at the Dashboard

Click here to view/edit your profile, view your reservations or want to see the status of your requests

Two ways to

- book an instrument
- request a training



The calendar will only display 5 instruments at a time.

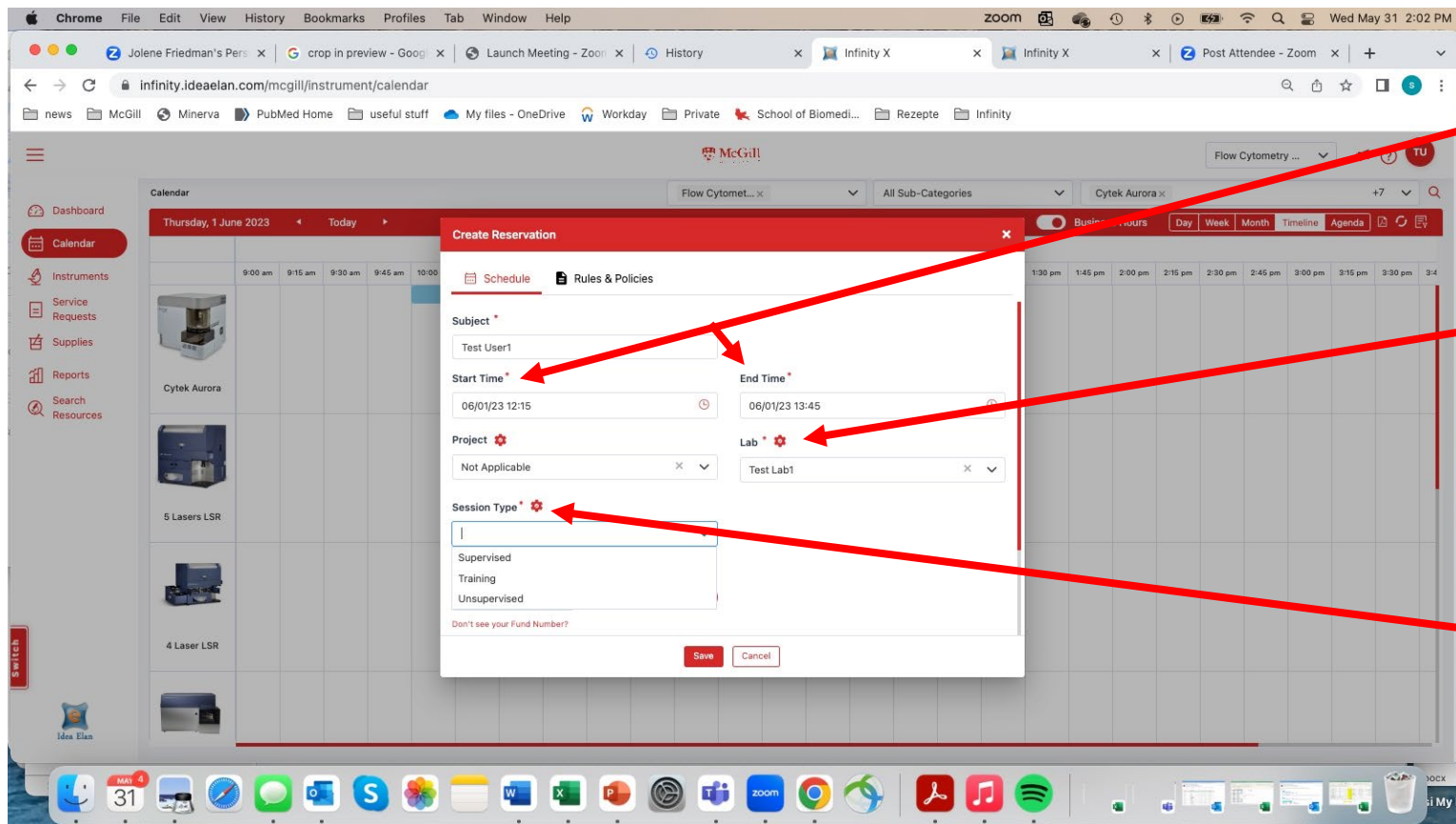
The screenshot shows a web browser window displaying the InFINITY instrument booking calendar. The browser's address bar shows the URL `infinity.ideaelan.com/mcgill/instrument/calendar`. The page header includes the McGill logo and a search bar. The calendar interface features a navigation bar with tabs for 'Day', 'Week', 'Month', 'Timeline', and 'Agenda'. The 'Timeline' tab is currently selected and highlighted with a red circle. Below the navigation bar, the calendar grid shows the date 'Wednesday, 31 May 2023' and a time slot from 9:00 am to 3:30 pm. On the left side, a sidebar lists five instruments: 'Cytek Aurora', '5 Lasers LSR', '4 Laser LSR', and two others partially visible. A red arrow points from a text box to a magnifying glass icon in the top right corner of the calendar interface.

Click on the magnifying glass to choose which instruments you want to see

Exception:
In "Timeline" view, you can see all instruments. Click on magnifying glass to select all

CLICK ON THE TIME SLOT YOU WANT TO RESERVE

- The “Create Reservation Window” will pop up
- Note: only fields marked with an asterisk (*) are mandatory

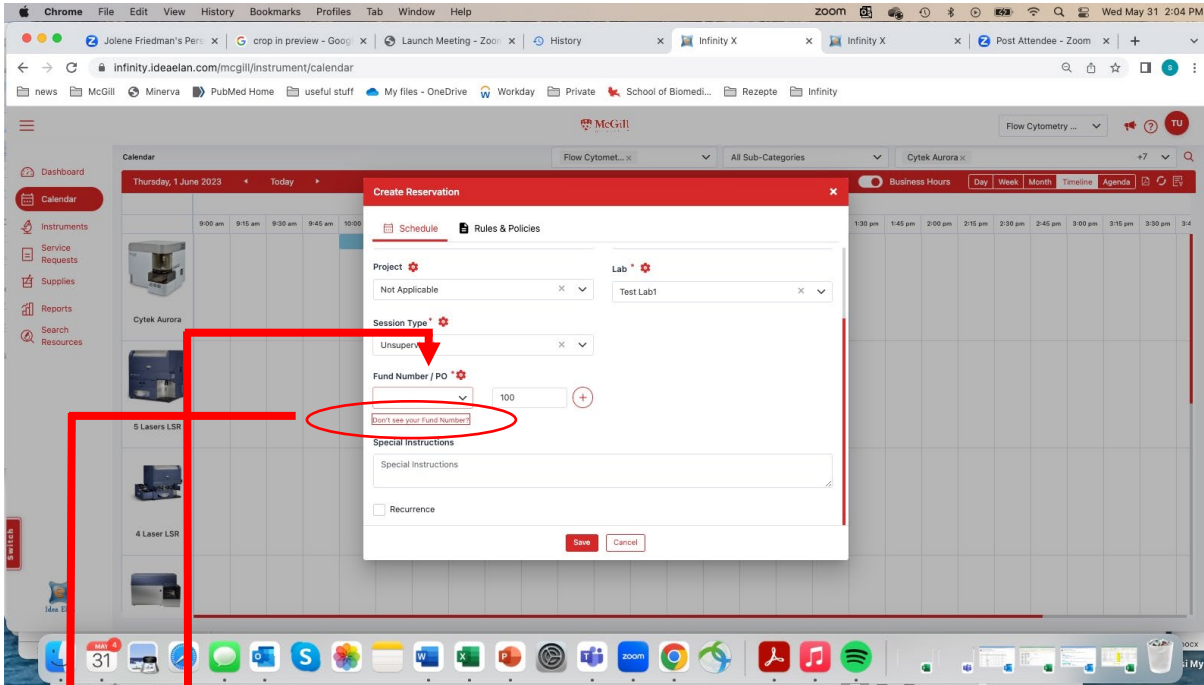


Select start and end time

Select your lab

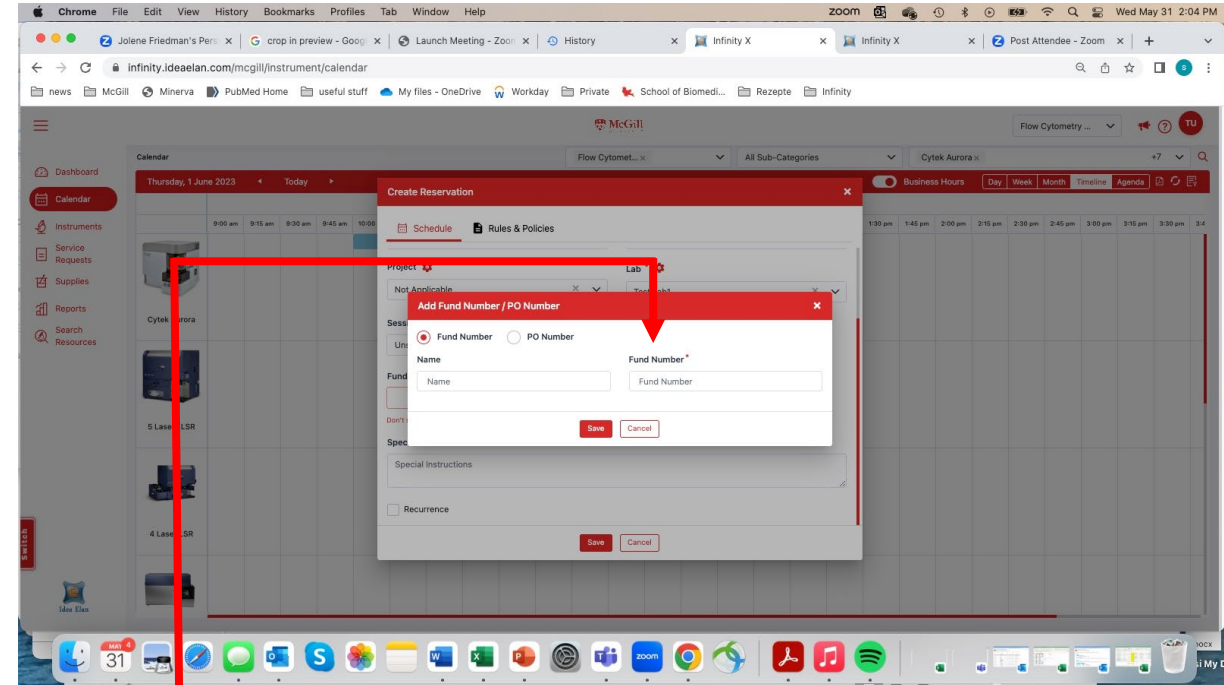
Select your session type

DON'T SEE YOUR FUND NUMBER?



Select the fund/PO number you want to use
Note: you can split charges between funds

Don't see your fund/PO number?



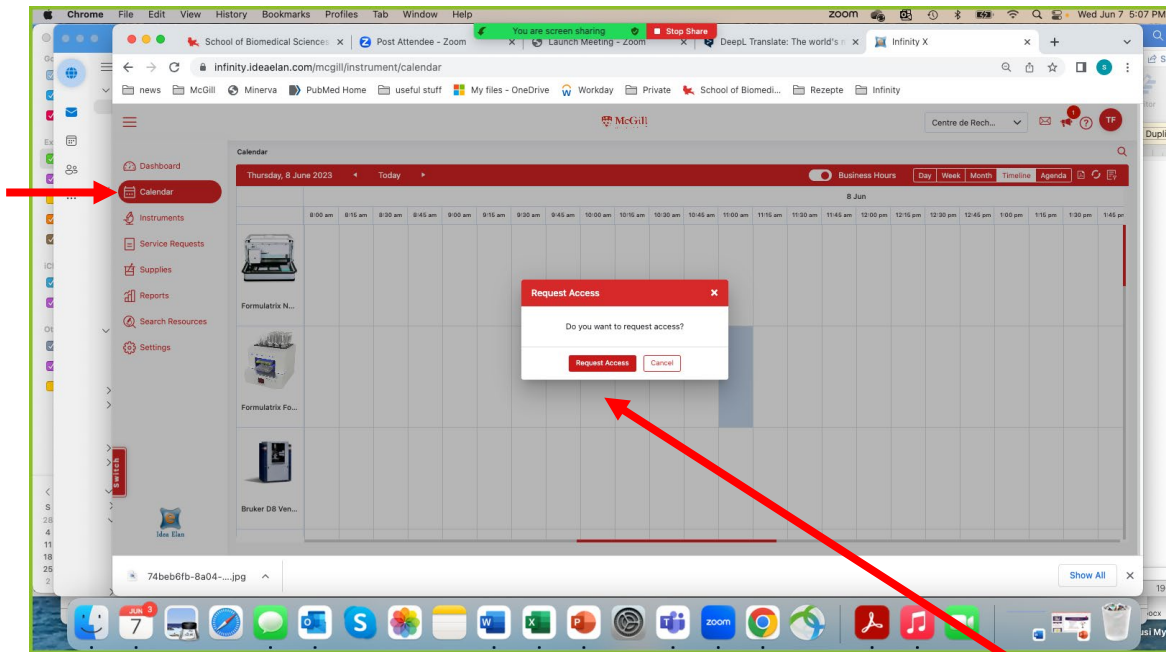
Add your fund number

- Note: this number will be saved to your PI's lab account and will pop up as an option for any future reservation
- Note: you are not required to name the fund number, but you have that option if you would like to.

Option 1 – Calendar Tab

Go to the **calendar** tab and find the instrument you want to be trained on

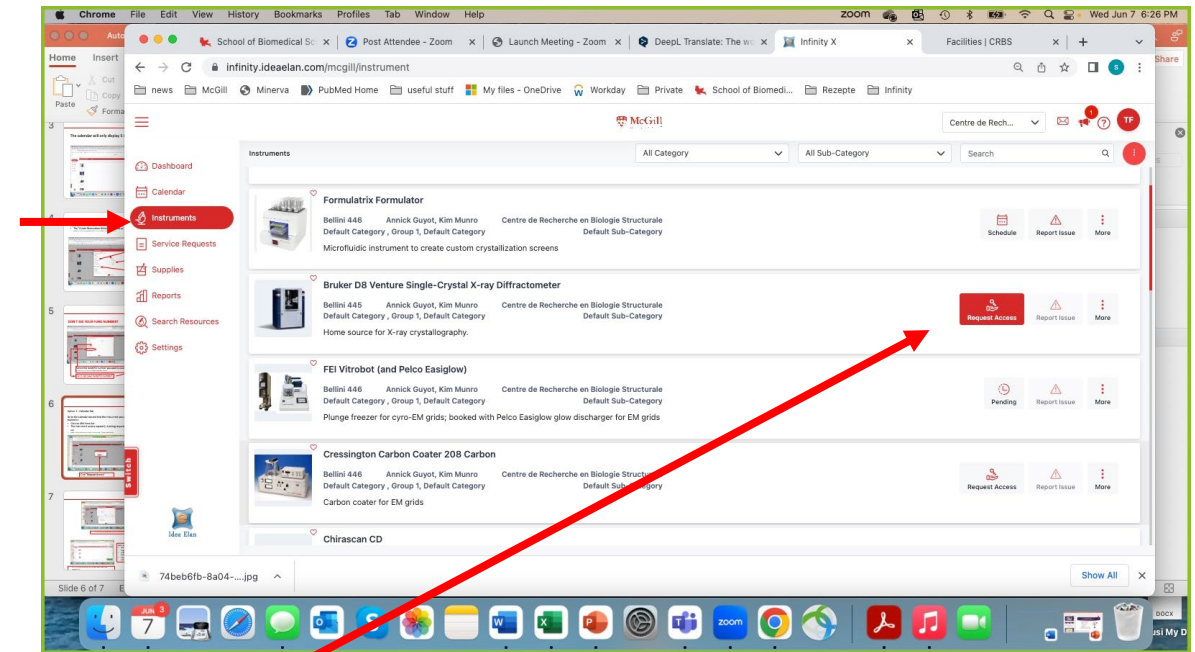
- Click on **ANY** time slot
- The instrument access request (= training request) will pop up
- Note: only fields marked with an asterisk (*) are mandatory



Option 2 – Instrument Tab

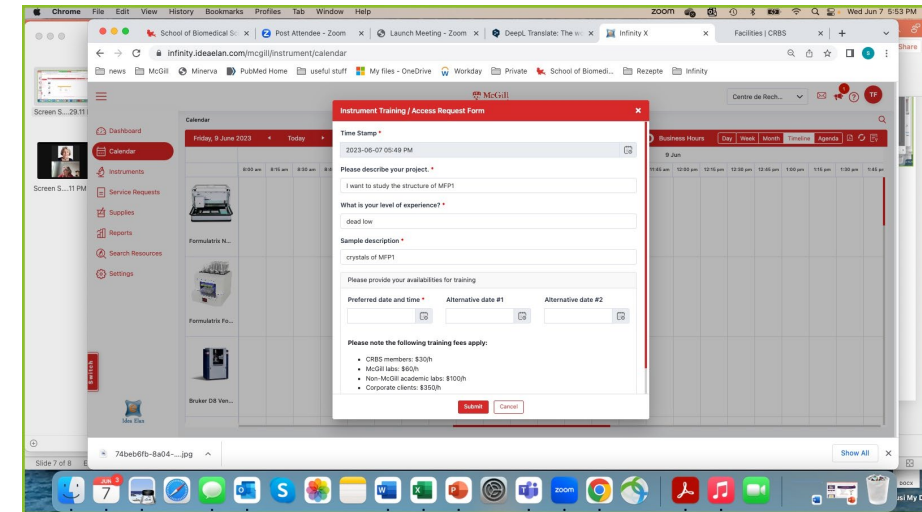
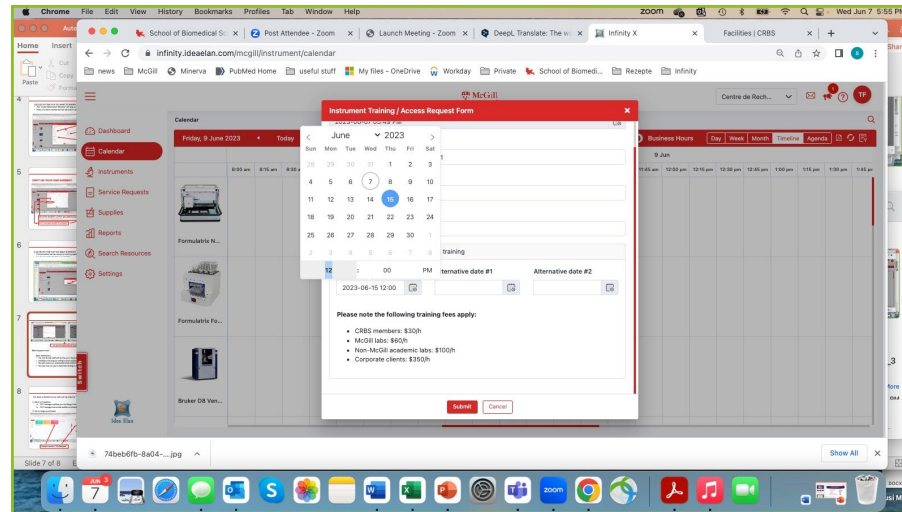
Go to the **instrument** tab and find the instrument you want to be trained on

- Click on “request access”
- The instrument access request (= training request) will pop up
- Note: only fields marked with an asterisk (*) are mandatory

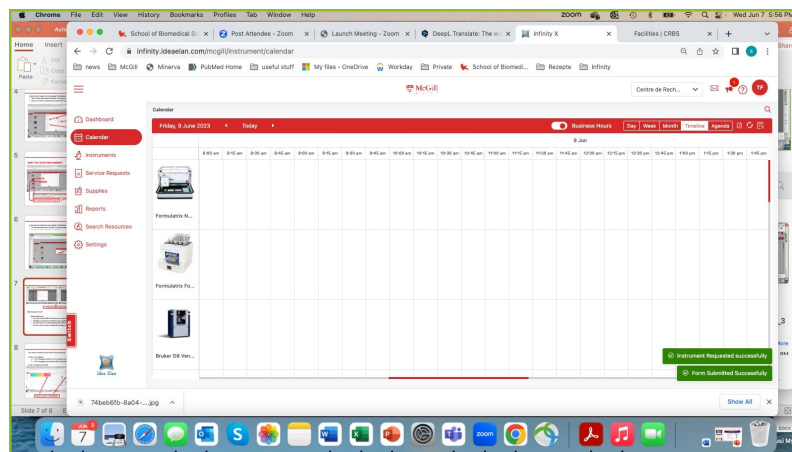


Click “Request Access”

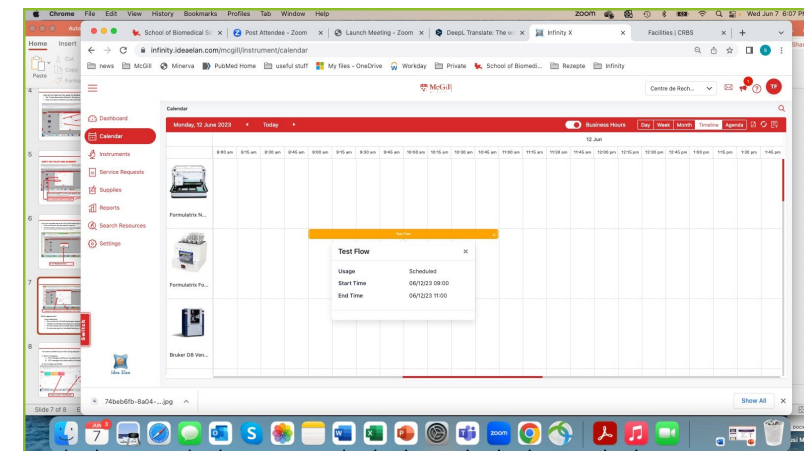
HOW TO BOOK A TRAINING ON A NEW INSTRUMENT_2



- Fill the form and provide your availabilities for a training session. Note the training fees. Click “submit”



- Upon submission,
- the core facility staff will review your request
 - schedule a training according to your availabilities
 - You will receive an automated email confirming your training



- Your training/instrument request has been submitted successfully

- You can now see your scheduled training on the calendar