

Scheduling Calendar Registration Guide

Getting your microscopy needs met just got easier. Follow these directions to register for the Bioimaging Center scheduling calendar today!



It is easy to join.

Sign up. It's free!

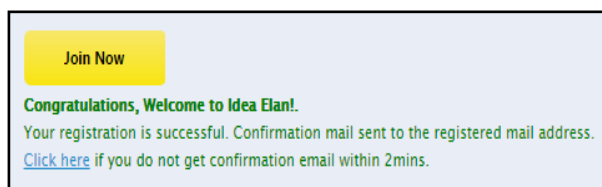
Visit iris.dbi.udel.edu



Sign Up

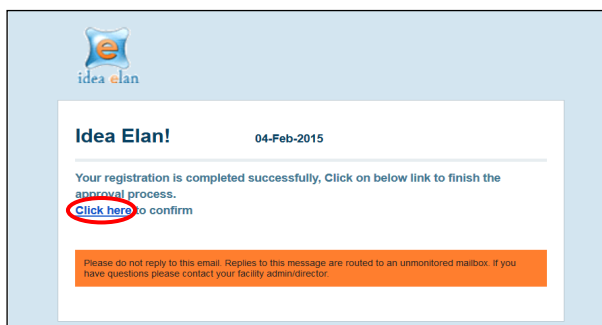
1. Visit iris.dbi.udel.edu and complete the required registration fields and then click "Join

2. After clicking 'Join Now' you should get the following message, if the registration was successful.



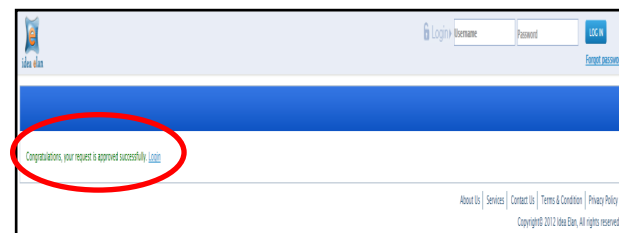
Confirm registration via email

3. A confirmation email will be sent with the subject line of '**Process of Approval**'. In the email body click on the hyperlinked '**Click here**'. (If you do not see this email check your SPAM folder).

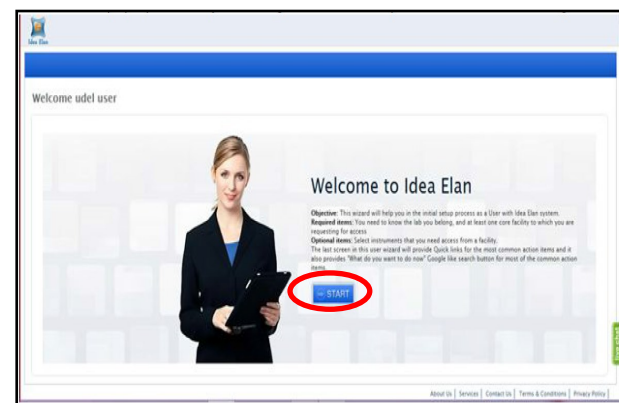


Login & Follow the Registration Wizard

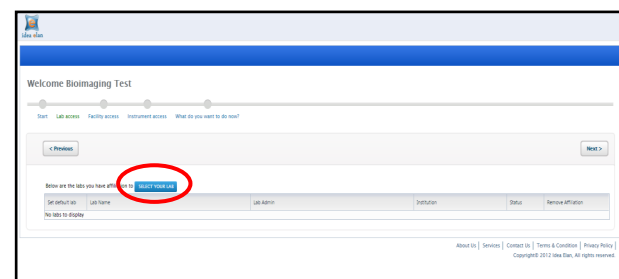
4. After clicking on the hyperlink, you will be brought to the login page. You should see the message, '**Congratulations, your request is approved successfully. Login**'. Login using your email ID and password that you just created.



5. A wizard will pop up to walk you through the new user process. Click 'Start' to begin.

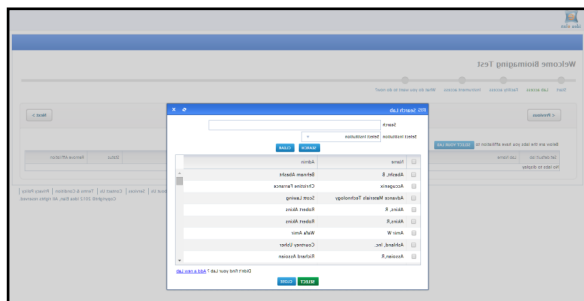


6. Next, you will select the labs that you belong to. To get started click on '**Select Your Lab**'

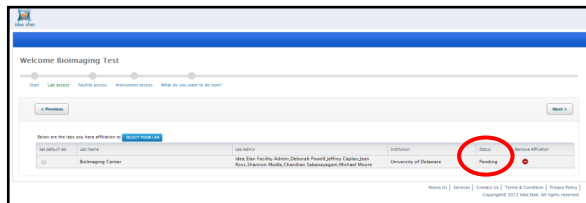


7. A second window will pop up with all labs registered to use the Bioimaging Center. Scroll to search all labs or select your institution to only see labs affiliated with your institution. When you have found your lab(s) check the box to the left of the lab(s). Finally press **'Select'**.

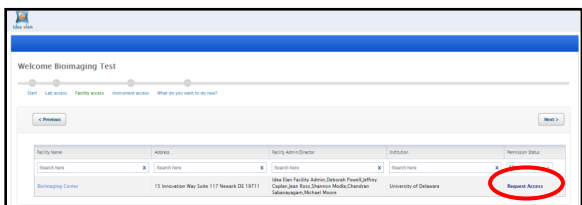
NOTE: If your lab is not found then please exit the registration process and email dpowell@udel.edu. The lab will need to add to our database **BEFORE** you can continue the registration process.



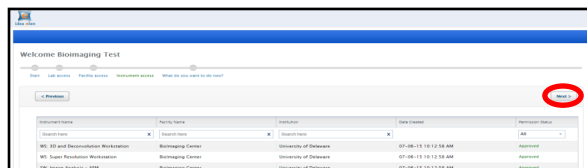
8. Your Status should now be pending. Press **'Next'** to continue.



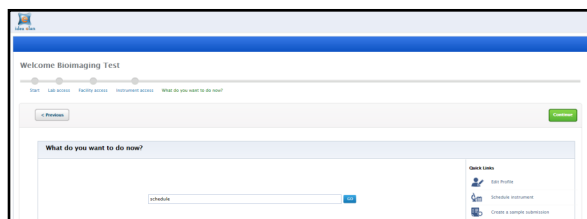
9. You will now need to select **'Request Access'** to the facilities you wish to register for. When done press **'Next'** to continue.



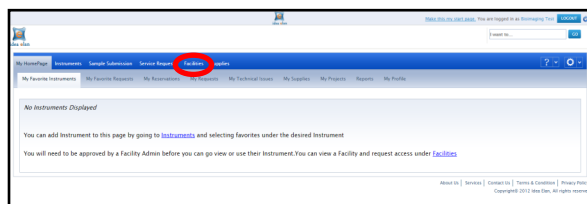
10. The next screen will give you access to all the instruments within the Bioimaging Center. Press **'Next'** to continue.



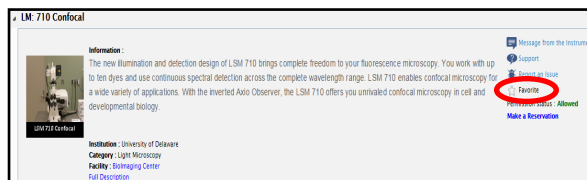
11. Lastly you will be prompted: "What do you want to do now?" You can press **'Continue'**, select one of the quick links or type in the free text field.



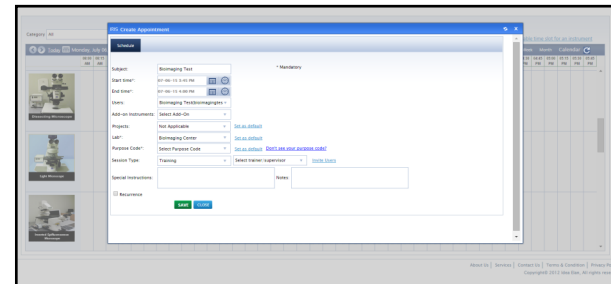
12. Give 24 hours for staff to approve registrations. You can view the progress by going to the **Facilities** tab and verifying your current status.



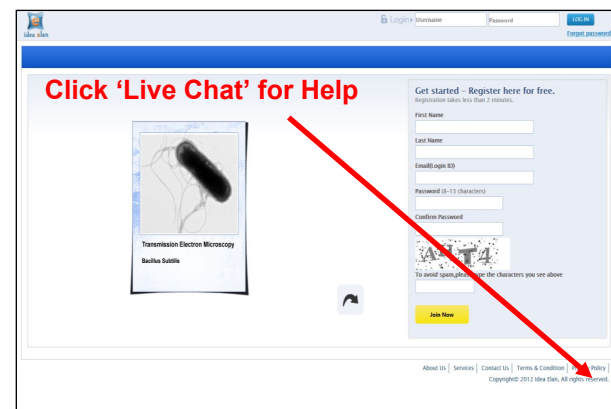
13. Once approved you can go to the **Instruments** tab and add instruments that you will use to **My Home Page** by selecting the favorite 'star' on the right hand side.



14. To schedule an appointment go to **My Home Page/My Favorites** and then click on the time for the instrument you wish to schedule. Fill in the required information and click **'Save'**.



15. If at ANY time you encounter problems with the IRIS software either during the registration process or when scheduling appointments click on the green **'Live Chat'** tab located at the bottom right-hand side of the screen.



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