MicFac-BookitLab Quickstart

1. Go to **https://core.bookitlab.com/microscopy-jhmi/**

2. Use **JHU SSO Login** button and log in with your Johns Hopkins JHED@jh.edu and Password

3. **Confirm** your User Profile, particularly email address.

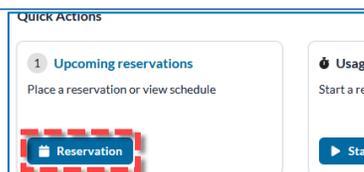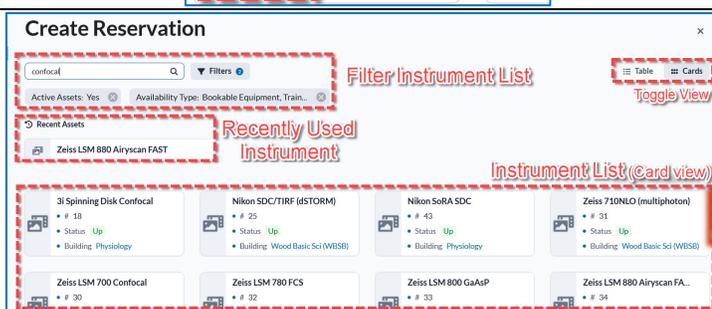|	
a) Go to top-right corner and click on your name. b) From the menu, select User Details.	
c) Review your your **Full Name** (Display Name) and your **Email**. d) To Edit, click on (icon) icon.	
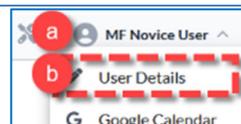
4. **Make/See Reservations:**

From the **Dashboard**/Homepage - click the **Reservation** button under "Upcoming reservations"	
In the **Create Reservation** window click on the instrument you want to reserve.	
The **Calendar Scheduler** window opens with the reservation side panel. • Option 1: Drag a square in the calendar area to "draw" the reservation time • Option 2: Enter the start and end times in the reservation side panel ** you must specify your lab's budget number when making a reservation • **Save** to make the reservation or **Close** to cancel	