Scheduling and Canceling AIRC Reservations

1. Login to iLab at https://ohsu.corefacilities.org
2. Click the core facilities link on the left side navigation menu
3. Choose Advanced Imaging Research Center
4. You will land on the Schedule Equipment tab with a list of schedulable AIRC resources including instruments and the MRI Technologist.
5. Either click the resource name (3T, 7T, etc.) or the View Schedule button to the right.
   a. **NOTE**: If you need the MRI Technologist’s assistance with your scan, you must choose William Woodward’s schedule...see the Reserve with an MRI Technologist section below.
6. On the schedule page, click and drag through the desired time for your reservation.
7. Fill out the appropriate fields on the reservation form. Payment information is required:
   a. OHSU users must choose an alias from the drop-down.
   b. External users must type a value into the PO field.
   c. Be sure to answer required questions on the right side of the form.
   d. Reservation time can be adjusted if there was a mistake during the click-and-drag.
8. “Save Reservation” at bottom left.

**Scheduling an AIRC Operator**
AIRC Operators are trained on all aspects of the MRI instrument operation and data collection, human subject handling, MRI safety, MRI suite and control room management, MRI data archiving, and will handle regular duties of an MRI operator. If your group would like to schedule an AIRC Operator for your study, schedule an AIRC reservation on iLab as usual, then:
1. Send an outlook calendar invite for the MRI scan to aircoperators@ohsu.edu.
2. Wait for confirmation of AIRC Operator coverage (usually within 24 hours)

**Reserve with an MRI Technologist**
Reserving with an MRI Technologist is only slightly different than without.
   a. Choose the William Woodward schedule.
   b. There are two options to see the equipment schedule simultaneously with the technologist schedule:
i. Click the show other relevant schedules button (this option can look VERY busy because the technologist, 3T and 7T schedules will show simultaneously. It is difficult to navigate.
ii. Open the 3T or 7T schedule in another window and make sure the instrument and technologist are available at the same time.

c. Check the 3T or 7T under Reserve time on a linked schedule heading.
d. In Event Notes field, please enter: PI Last Name / Woodward / Study short title / Phone contact for coordinator
Cancelling Reservations

The following restrictions apply to cancellations in the AIRC:

- Users may only cancel their own reservations, they may not cancel for another lab member. If a user is unable to cancel their own reservation (i.e. the user who made the reservation is out of the office), to prevent the full scan charge from being applied, email Laura McMahon (mcmahola@ohsu.edu) and copy AIRCLab@ohsu.edu to notify the AIRC so that the iLab calendar can be updated accordingly.
- Reservations may be cancelled within 2 weeks. Note that a $100 reservation fee will be applied.
- All canceled or amended studies should be cancelled in iLab before the start of the scan or they will be billed.
- If your appointment has been confirmed by the MRI Technologist and you need to cancel, please email the MRI Technologist, Laura McMahon, and copy AIRCLab@ohsu.edu to notify the technologist and for cancelation assistance.

To cancel a reservation:
1. Locate reservation on the calendar.
2. Edit reservation (double clicking or use the pencil symbol).
3. Scroll to the bottom
4. Click Cancel.

Additional Support
Laura McMahon (AIRC Scheduling and Finance) – mcmahola@ohsu.edu - 503-418-1540
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Josh Emmons (AIRC Operator scheduling) – emmons@ohsu.edu – 503-418-1532