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 reserve on William Woodward or Emile Averill’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.

Reserve with an MRI Technologist
Reserving with an MRI Technologist is only slightly different than without.
   a. Choose William Woodward or Emile Averill’s 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 / Tech’s Last Name / Study short title / Phone contact for coordinator
   e. If you need an injection, select Yes on the right hand side and enter an Injection Fee Quantity on the left.
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.
- Users may not cancel reservations within 24 hours of the appointment. Please email Laura McMahon (mcmahola@ohsu.edu).
- Users may delete reservations only beyond 2 weeks of the appointment. Reservations may be cancelled within 2 weeks. Note that a $100 reservation fee will be applied.
- If your appointment has been confirmed by the MRI Technologist, please email Laura McMahon for cancelation assistance.

To cancel or delete 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 or Delete as appropriate.

Additional Support
Laura McMahon (AIRC Scheduling) – mcmahola@ohsu.edu - 503-418-1540
Paul Raab (AIRC Finance) – raabp@ohsu.edu - 503-418-1505