

Tech Time Scheduling Instructions for MIT Investigators

All Flow Cytometry Core facility sorter and analyzer schedules are online via TechTime, an online scheduling service here at MIT¹. Also staff schedules can be accessed and booked on line as well. Sorter schedules are for viewing only and can not be booked up on line.

How to Activate Your Tech Time Account

In order to access these calendars you will need to activate your account by going to <http://calendar.mit.edu> & clicking on 'activate your account'. This step requires an MIT certificate on your computer. Certificate help for MIT users can be found at <http://web.mit.edu/is/help/cert/>.

After your account is activated you can log into TechTime from any web browser (Firefox, Safari and Explorer) using your Kerberos [email] ID and password.

How to make appointments to get staff help for training or setting up new templates and instrument settings. Note: 24 hours advanced notice is required to book up the Training-Help agenda. All appointments are immediately confirmed. Once you sign yourself up you have a staff member for training-help.

Glenn Paradis trains on Wednesday and Friday.

Michael Jennings trains on Monday and Thursday.

Michael Xie trains on Tuesday.

- Log into Tech Time (see instructions above).
- Click on the View Agendas icon located in the grey toolbar.
- Click on 'Resource Search' below the search bar.
- Enter FACS to search for all FACS Resource Agenda's.
- Then press 'Find'.
- A list of matches will appear in the lower left window. Select **FACS Training-Help** and click 'Add to favorites'. The resource will appear in a pull-down menu in the grey toolbar next to the View Agendas icon when you log into Tech Time in the future. For now click "view" to see the Training-Help agenda. Find an open 2 hour slot that matches an open time slot on the FACS resource cytometer you want to use and book it up both with your Name, email, phone number and flow cytometer you are using. To look at this agenda in the future log into Tech Time and pull the resource agenda down from the "Select a favorite" menu located at the end of the tool bar. Then click "Go".

¹ MIT offers courses in TechTime through Information Systems (IS). See <http://web.mit.edu/is/training>

How to make appointments to use the bench-top analyzers All appointments are immediately confirmed. Once you sign yourself up you have the cytometer.

Once logged in to TechTime you may access the schedules for the cytometers by doing the following:

- Log into Tech Time.
- Click on the View Agendas icon located in the grey toolbar.
- Click on 'Resource Search' below the search bar.
- Enter FACS to search for the cytometer you want to schedule. For self use analyzers, the names of our cytometers are FACScan Left, FACScan Right, FACSCalibur Right, FACS Calibur HTS-1, FACSCanto and FACS LSR II HTS.
- Then press 'Find'.
- A list of matches will appear in the lower left window. Select the desired entry(ies) and click 'Add to favorites'. The resource(s) will appear in a pull-down menu in the grey toolbar next to the View Agendas icon when you log into Tech Time in the future. For now click "view" to see the schedule for the resource you want to look at. To look at this agenda in the future log into Tech Time and pull the resource agenda down from the "Select a favorite" menu located at the end of the tool bar. Then click "Go".
- Once you are viewing the desired analyzer schedule you can begin making appointments. Click on the (+) you see in each time cell. If you do not see a (+) use the clock icon in the grey toolbar. The new meeting screen will appear. Type your **name** and **email** and **phone number** in the text box marked 'Title' and set the start time and duration of your appointment using the pull-menus located below the text box. **PLEASE REMEMBER TO SET THE ACCESS PULL-MENU TO PUBLIC!!!** If you do not, it will read Busy or not appear at all as an appointment. No one will know what you signed up to do. This is very important in cases where machines are broken and we need to contact you. When ready to create the appointment click the 'Create' button.
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How to view the MIT Sorter Schedules

- Log into Tech Time (see instructions above).
- Click on the View Agendas icon located in the grey toolbar.
- Click on 'Resource Search' below the search bar.
- Enter FACS to search for the cytometer you want to schedule. For sorters search for FACS Aria 2, FACS Aria 3, Mo Flo 2 and Mo Flo 3.
- Then press 'Find'.
- A list of matches will appear in the lower left window. Select the desired entry(ies) and press 'Add to favorites'. The resource(s) will appear in a pull-down menu in the grey toolbar next to the View Agendas icon when you log into Tech Time in the future. For now click "view" to see the schedule for the resource you want to look at. To look at this agenda in the future log into Tech Time and pull the resource agenda down from the "Select a favorite" menu located at the end of the tool bar. Then click "Go".
- You will not be able to make appointments on the sorter schedules. Instead find the day and time slot on the sorter you want to use and call the sorting lab at 3-6454 to have them make an appointment for you. You will need to inform us of the fluorophores/fluorescent proteins your cells are labeled with and the number of cells you wish to sort through.
- It is your responsibility to make sure the appointment was entered at the correct time on the correct agenda. Check back on the sorter schedule within the hour and call us if there is a problem.

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