

## Tech Time Scheduling Instructions for WI Investigators

All MIT Flow Cytometry Core facility sorter and analyzer schedules are online via TechTime, an online scheduling service here at MIT<sup>1</sup>. Also Glenn Paradis' schedule can be accessed and booked on line as well. Sorter schedules are for viewing only can not be booked up.

### How to Activate Your Tech Time Account

In order to access these calendars you will need to get a MIT personal certificate to activate your account. To obtain MIT personal certificates Whitehead Institute users need to go to <http://inside.wi.mit.edu/it/wi/index.php?p=acct/mitacctreq> and request a MIT guest account. You should get a response from WI within 24 hours. MIT will want you to register for a MIT account at <http://web.mit.edu/register/>. You will be asked to enter your first, middle initial and last name and your MIT ID number. Then you are prompted to choose a unique username and password. Finally MIT sends you an email within 24 hours to your MIT address that services are available. Access your MIT email with a browser at <http://webmail.mit.edu/>.

To download your personal certificate go to <http://web.mit.edu/ist/topics/certificates/> and click on Get MIT Personal Certificate. You will be asked for your unique username, password and MIT ID number. Once you have your MIT personal certificate go to <http://calendar.mit.edu> & click on 'activate your account'.

After your account is activated you can login to TechTime at <http://calendar.mit.edu> from any web browser with a personal certificate using the MIT certificates login box or by entering your unique user name and password after clicking the Kerberos username box.

### 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' for each resource. 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 **all** fluorophores your cells are labeled with including PI and the fluorescent protein(s) your cells are expressing.
- 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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<sup>1</sup> MIT offers courses in TechTime through Information Systems (IS). See <http://web.mit.edu/is/training>

## How to make appointments to get Glenn's help for training or setting up new templates and instrument settings.

- Log into Tech Time (see instructions above).
- Click on the View Agendas icon located in the grey toolbar.
- Click on 'Name Search' below the search bar.
- Enter Glenn to search for all Glenn's with Tech Time Schedules.
- Then press 'Find'.
- A list of matches will appear in the lower left window. Select **Glenn A Paradis** 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 Glenn's agenda. Find an open 2 hour slot that matches an open time slot on the FACS resource you want to use and book up both with your **Name, email and phone number**. 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".

## How to make appointments to use the MIT bench-top analyzers

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 FACSCalibur Right, FACScan Left, FACScan Middle, FACScan Right, FACS LSR II HTS.
- 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".
- 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. Make sure to set your access to **PUBLIC** so that everyone can read your name email and phone number. Otherwise your entry will say "Busy" on the agenda and you will not be contacted if cytometer problems arise. When ready to create the appointment click the 'Create' button.

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