Tech Time Scheduling Instructions for Whitehead Investigators

All Flow Cytometry Core facility sorter and analyzer schedules are online via TechTime, an online scheduling service here at MIT[1]. Even though the calendar announcement states TechTime will no longer be used, MIT will continue to support TechTime for FACS Resource scheduling

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://owa.mit.edu/.

In order to access these calendars you will need to email Glenn Paradis gap@mit.edu your Kerberos ID so he can get Tech Time activated for you and email you with confirmation.

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. Go to http://calendar.mit.edu

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.

- 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, PI, FLUROPHORES, PHONE NUMBER, AND EMAIL** 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. **Failure to enter the above information in the text box marked Title may require us to cancel your appointment. PLEASE REMEMBER TO SET THE ACCESS PULL-MENU TO PUBLIC!!!** If you do not, it

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

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. 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 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 analyzing 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, FACS LSR II HTS-2.
- 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, PI, FLUROPHORES, PHONE NUMBER, AND EMAIL** 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. **Failure to enter the above information in the text box marked Title may require us to cancel your appointment. PLEASE REMEMBER TO SET THE ACCESS PULL-MENU TO <u>PUBLIC</u>!!!** 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.

How to make appointments on 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 or Mo to search for the cytometer you want to schedule. For sorters search for FACS Aria 1, 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".

- Once you are viewing the desired sorter 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, PI, FLUROPHORES, PHONE NUMBER, AND EMAIL** 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. **Failure to enter the above information in the text box marked Title may require us to cancel your appointment. 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.
- The minimum length of time for a sorter appointment is 1 hour. We need time to clean the sorter between users and 30 minute sorts do not allow us to clean properly.

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