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1. Please visit – https://sdsu-bic.calpendo.com

2. Select **Register New User** at the bottom of the login screen

3. Please fill out all fields
   - **Login Identifier:** Use the first letter of your first name proceeded by your last name
   - **Password:** A minimum of 8 characters with at least one number and one non-alphanumeric character
   - **Given Name:** First Name
   - **Other Name:** Alias or nickname (Not Required)
   - **Family Name:** Last name
   - **Email:** University Email
   - **User Type:** Please select the title that appropriately fits your role
     - **PI (Principal Investigator):** The researcher overseeing the execution of the project
     - **Operator:** An individual who has received safety training and been personally certified by SDSU Imaging Center staff to scan patients/subjects
     - **Operator Trainee:** An individual who has received safety training but not operator training. Must be accompanied by an operator when in the Control Room, Equipment Room, and MRI Room
     - **Research Coordinator:** An individual who reserves the MRI, testing room, and/or parking for various research projects but is not safety trained

4. Once a user registration request is submitted, it will be approved by the SDSU Imaging Center team and the applicant will be notified of their approval or denial by email.
Project Management

Creating a Project

1. Select Projects -> Create Project from the toolbar at the top of the page

2. Fill in the text fields with the appropriate information
   - **PI:** Principal Investigator of the study
   - **PI’s Email:** University or organization email
   - **Project Full Title:** Title of the research project as it appears on IRB or grant documents
   - **Project Start:** Today’s date
   - **Project End:** Projected end date (Not Required)
   - **Description:** Short description of your study
   - **Type:** Select your department
   - **IRB Number:** ID number from review board associated with the project
   - **IRB Exp. Date:** Expiration date noted on IRB paperwork
   - **Billing Contact Name:** Point of contact for sending invoices
   - **Users:**
     - The user creating the project is automatically attached to the project. Add additional users/accounts to the project via the drop-down menu

3. Select **Save**

4. Select **Create** to officially submit the project for review and approval by the SDSU Imaging Center
Reviewing Projects

1. Select *Projects -> My Projects*

   ![Image of Calendo interface showing My Projects section]

Project Code

- Upon approval, a unique project code will be assigned the study. It will typically consist of the PI’s last name and an abbreviated version of the project title (e.g., Molnar_MRICalibration)

Adding a User on a Preexisting Project

1. Select the project you would like to add a user to. The row will change color and a summary window will open below detailing the project info in a more concise manner

   ![Image of Calendo interface showing a project row with a summary window]

2. Select *Edit* from the toolbar at the top of the summary window

3. This will make the option, "*Please select a User to add*", appear at the top of the *Users* sub-window. This is similar to the option available when first creating a project

4. Select the users from the list to add to the project and *Save*
Making a Booking

1. Select **Calendar** from the toolbar

![Calendar Image]

2. In the **MRI** calendar column, highlight (left-click & drag), and select the amount of time you would like to reserve. A box titled **New Booking** will appear.

3. Complete the **New Booking** form and select **Create Booking**
   - **Resource**: MRI, Testing Room/Mock Scanner, Parking
   - **Project**: Select a project from the available options
   - **From/To**: Date, time, and duration of reservation
   - **Reminder**: To whom reminders will be sent
   - **Repeat**: Do not adjust
   - **Status**: Do not adjust
   - **Booker**: User making the reservation
   - **Operator**: Select an operator from the list of users
   - **Description**: Space for anonymized subject ID’s or short description
     (Do not include identifying or sensitive subject information in the description box)
   - **Scan Type**: Select the option that best characterizes your scan
     i. **Phantom** – Testing pulse sequences and MRI procedures with a phantom
     ii. **Pilot** – Refining research protocols with an approved individual in the MRI
     iii. **Subject** – Study is underway with recruited participants
     iv. **Instruction** – Reserved for safety training and advising

![New Booking Image]
Cancelling a Booking

1. Select the booking that needs to be removed
2. Select Edit -> Cancel Booking at the bottom of the booking page
3. Choose the appropriate reason and add a short explanation for removing the booking, select Cancel Booking again.

Cancellation Policy

1. A booking can be cancelled up to 48hrs before the scheduled start time and your project account will not be billed for the cost of the scanner.

2. If a booking is cancelled less than 48hrs from the scheduled start time and it has not been replaced by another scan (e.g., another participant or a different research team) the PI will be billed for time that was originally booked.

3. Moving a booking to a different date will be considered a new booking and the original time slot will need to be filled if the change occurred less than 48hrs from the scheduled start time.

4. It is good to be in touch with other labs that utilize the MRI so you can reach out and see if they can take the booking. As long as the time slot is filled by a replacement, the original booked project and PI will not be charged for the scanner time.

5. Please do not make a booking with the intent of having it serve as a place holder. Only reserve the time once you have confirmed the participant can meet their responsibilities to the study.

There is no automatic alert through Calpendo notifying the Operator or scheduler that a cancelled scan will still be billed. It is the responsibility of the PI and individual creating the booking to understand that a cost will be incurred. Let myself or Marty know if a participant has cancelled and you need help finding a project to take the time slot.

Resources on the Calendar

- The SDSU Imaging Center has four resources available for booking through Calpendo
  - Magnetic Resonance Imaging (MRI) – Siemens Prisma 3T
  - Testing Room / Mock Scanner
  - North EIS Parking #1
  - North EIS Parking #2

1. To aid in booking multiple resources at a time, a User can change which of the four SDSU Imaging Center resources are displayed on the Calendar page
2. Open the Resources dropdown menu to the left of the calendar
   - Select a single resource with a standard left mouse click
   - Select multiple resources with Ctrl+ left-click