



## Reserving Equipment at ACHS using Collab

The use of various pieces of equipment may be reserved in advance using the calendar for that equipment on the UVa Collab website.

- Open a web browser and go <http://collab.itc.virginia.edu>
- At the top right hand corner of the window click “UVa Login”



- Enter your computing id (ex. “mst3k”) and the password for your email in the boxes on the NetBadge page and click “login”

A screenshot of a login form titled "Log in with U.Va. Computing ID & Password". It contains two input fields: "U.Va. Computing ID:" with the text "mst3k" entered, and "Password:" with a masked password of seven dots. Below the fields is a "Log In" button.

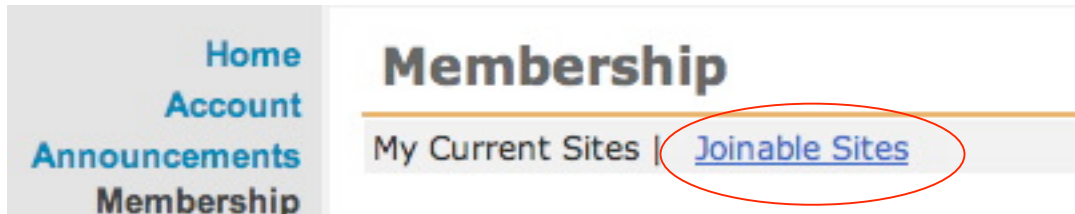
**If this is your first time accessing the calendar complete the “Accessing a Calendar” section. Otherwise go to page 3 “Making a Reservation”**



## Accessing a Calendar

Click on “Membership” from the list on the left of the window

Once on the Membership page click “Joinable sites”. This link is located near the top of the page under the word “Membership”



Enter “ACHS” in the search box and click “Search”. A list of available sites will appear below. Click “Join” under the name of the equipment you wish to reserve.

Note: If have already joined a site it will not appear in the search results.

<a href="#">Worksite</a>	Description
ACHS Low-Mag Scope <a href="#">Join</a>	The ACHS Low Magnification Microscope
ACHS ScanScope <a href="#">Join</a>	The Aperio ScanScope at ACHS

After clicking “Join” you will see the equipment site listed at the top of the page along with any other sites you may have previously joined.

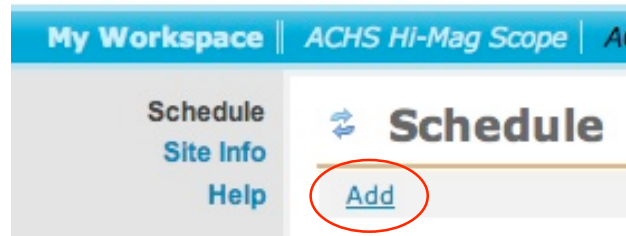




## Making a reservation

Go to the equipment schedule by clicking on the name in the Workspace bar.

Click the “Add” button to create a reservation



- In the “Title” field please put your name or computing ID and a contact number so we may call if there is a problem with your reservation.
- Select the date for the reservation from the “Date” field
- Select the time the reservation should begin in the “Start Time” fields
- Select the length of the reservation in the “Duration” field

For example: To make a reservation from 9:00 AM to 11:00 AM I would put “9:00 AM” in the “Start Time” fields and “2 Hours” in the Duration fields.

**New Event**

To add a schedule item, complete the form and choose 'Save Event' at the bottom.  
Required items marked with \*

**Event**

\* Title

\* Date

\* Start Time    EDT

Duration  Hours  Minutes

End Time    EDT

You do not need to enter any information in the other boxes.

Scroll to the bottom of the page and click “Save Event”. Your reservation has now been saved.