ACLs Introduction and Guide

What is ACLS and why do I need it?

The AC Lab System (ACLS) is a web-based laboratory booking system that was developed by the Mark Wainwright Analytical Centre (AC). Bookings for instruments within Macquarie University’s Faculty of Science are made using the ACLS system.

ACLS is can be used by researchers to browse available instruments and find out who to contact for access and training, and to book instruments after training has been received.

The ACLS system can be accessed while on the Macquarie University network via this link: https://lms.science.mq.edu.au/

An overview of the process involved with registration and getting started using ACLS is shown in the flowchart below. Detailed instructions for each step in this process can be found in this document.

Register to use the ACLS system

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Contact Remi or Nicole to have an account assigned to you

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Login with your OneID

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Navigate to research catalogue to see all instruments:

Click resource catalogue, then

Click ‘sort by resource type’

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Contact the trainer listed for an instrument to arrange for access and training

↓

Training certificate is issued by trainer

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You can book and use the instrument
Step One. Register

In order to use ACLS, researchers must first register. Click the 'To Register' button below the green sign-in button, indicated with a red arrow in Figure 1.

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Personal details – registration page 1

Fill out the information in the online form as shown in Figure 2, where the ‘Macquarie University User ID’ is your OneID (ie student number or staff number). A brief description of your research project is required – this is required so that we have an idea of what you do in the lab – it doesn’t have to be the title of your thesis.

Click ‘Continue’ (green button underneath the form) when you have entered all the required information.
**Department selection – registration page 2**

After clicking continue, you will be asked which school or organization you are from (Figure 3) – this refers to your department. Select your department from the drop down menu. If you are not tied to any department you can select ‘Faculty of Science’. If your department/faculty is not in the list it can be entered in the text box.

Click continue after you have selected your department

![Figure 3. Registration – department selection](image)

**Supervisor selection – registration page 3**

After selecting your department, you will be asked to select your supervisor. Select your supervisor from the drop down menu – if your supervisor is not shown you must enter their name in the text box.

Click continue when you have selected your supervisor

![Figure 4. Registration – supervisor selection](image)

**Resource selection – registration page 4**

After hitting continue some resources will be shown to you as shown in Figure 5. You are asked to select resources of interest – you can select anything here or you can ignore this page if nothing interests you. *Please note that only a small subset of resources are shown here – the full resource list can be seen when registration is complete.*

Click continue to reach the confirmation page
Registration confirmation

If the details are correct then click submit to finalise your registration (Figure 6). Registration is automatic – upon clicking submit there will be a confirmation of successful registration (Figure 7). You can click the ‘sign in’ button on the confirmation page to be re-directed to the sign in page for access to ACLS.

Figure 6. Click submit to finalise your registration

Figure 7: confirmation of registration
**Final step of registration: account assignment**

An account must be assigned to you in order for you to use bookings. ACLS is not linked to Macquarie’s finance system, hence an account must be assigned to you manually. *Please contact Nicole or Remi to have an account assigned to you, or if you have any problems with registration.*

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**Logging into ACLS**

After you have registered, you can login to view instruments and make bookings in ACLS.

1. Navigate to the login page  
   https://lms.science.mq.edu.au/  
   *Note: You need to be on the Macquarie University network in order to access ACLS*

2. Enter your OneID and password in the username and password text fields (Figure 8) then click the green sign in button.

3. Click ‘Resource Catalog’ as shown in Figure 9, then click ‘sort by resource type’ (Figure 10) to see every piece of equipment that is set up in ACLS in a summary table (Figure 11).

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Figure 8: Login to ACLS using your OneID
Figure 9. Scroll down and click on ‘Resource catalog’ (Red arrow)

Figure 10. Equipment is grouped according to the physical location. You can browse through the different categories to see what is available, or you can click ‘sort by resource type’ (indicated by a red arrow) to see every piece of equipment that is set up in ACLS in a summary table.
Figure 11. The resource catalog shows each instrument that can be booked using ACLS. The trainer is listed in the far right column of the table (arrow) – contact the trainer to arrange for training on the instrument. Once training is given a certificate will be issued that will allow you to book the instrument.

*If you choose to click ‘sort by resource’ to display all instruments, you might not be able to see the trainer right away - click on the + box as shown in Figures 12 and 13 below.*

Figure 12: Click the (+) to show more information about an instrument
Using ACLS to make bookings

Once you have had sufficient training, a training certificate will be issued to your ACLS profile – you will then be able to book the instrument. Navigate to the resource catalogue as shown in Figure 14.

1. Click the yellow ‘to book’ button in order to see the booking calendar for the instrument.

   **Note:** you will be able to see the calendar before you are trained, but you cannot book the instrument until a training certificate has been issued to you.

2. Click on the day you want to book in order to bring up a dialogue box as shown in Figure 13. Use the drop down menus to select the time of your booking. Your name will be placed in the description by default, you can also add notes that other users can see.

3. Click OK to confirm your booking

4. Use the instrument at the time that you have booked
Important notes

An account must be assigned to you in order for you to use bookings. ACLS is not linked to Macquarie’s finance system, hence an account must be assigned to you manually. Please contact Nicole or Remi to have an account assigned to you as soon as you register.

Bookings cannot be canceled after the starting time and it is polite to cancel bookings with 24 hrs if possible. If you need to make a cancellation after your booked period has started contact Remi or Nicole. A valid reason is expected, simply forgetting about the booking is not considered a valid excuse, especially in cases where instrument charges apply.

If you have any trouble with ACLS, or need any further training, contact Remi or Nicole. If IT help is required, Remi or Nicole will make the request on your behalf.

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