FSE Instrument Booking Facility How-To Guide

<u>User Registration:</u>

- Go to https://lms.science.mq.edu.au/

- Select 'To Register'

- Complete the online form and submit
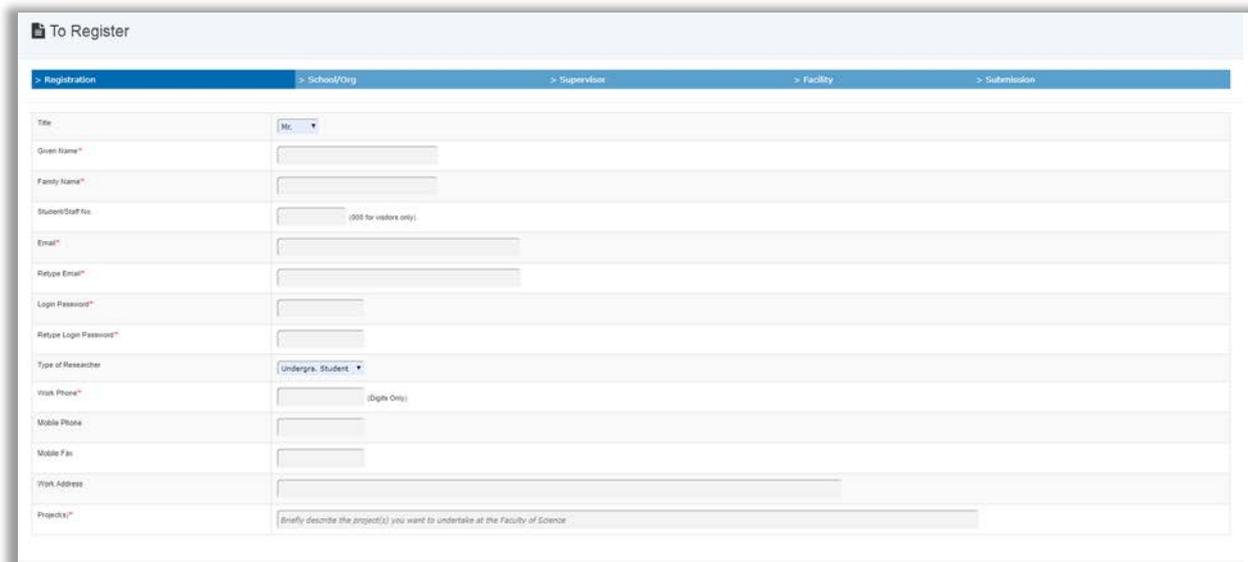
Note: 'Student/Staff No. = MQ One ID; you must also use your MQ One ID password
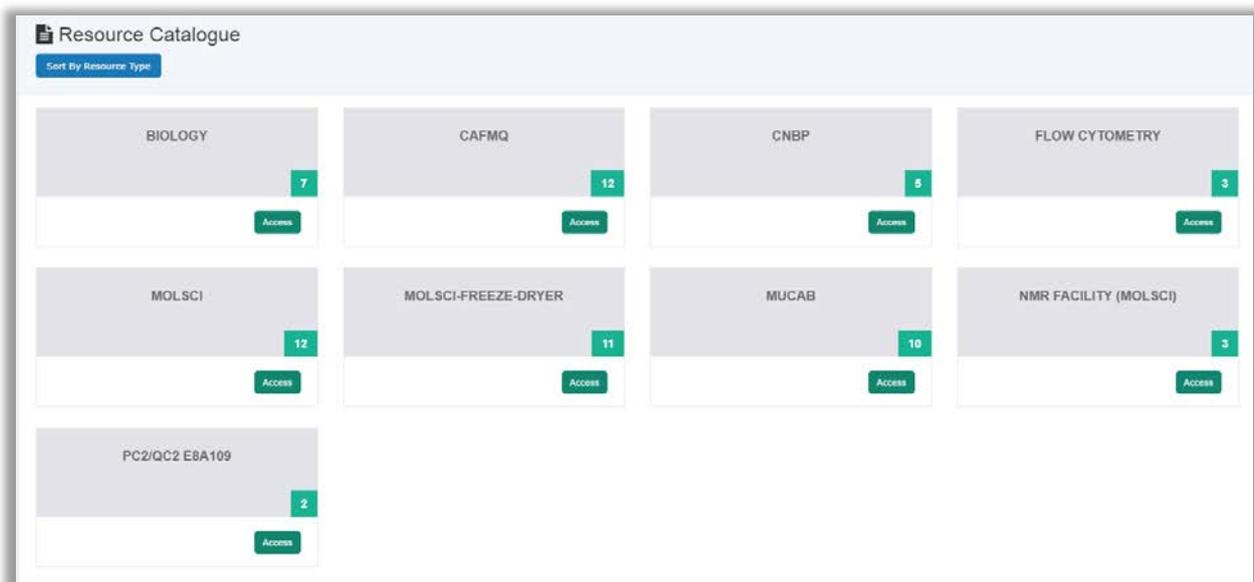
- Registration is automatic and should occur immediately, if you have any issues please contact Science IT - x9553.
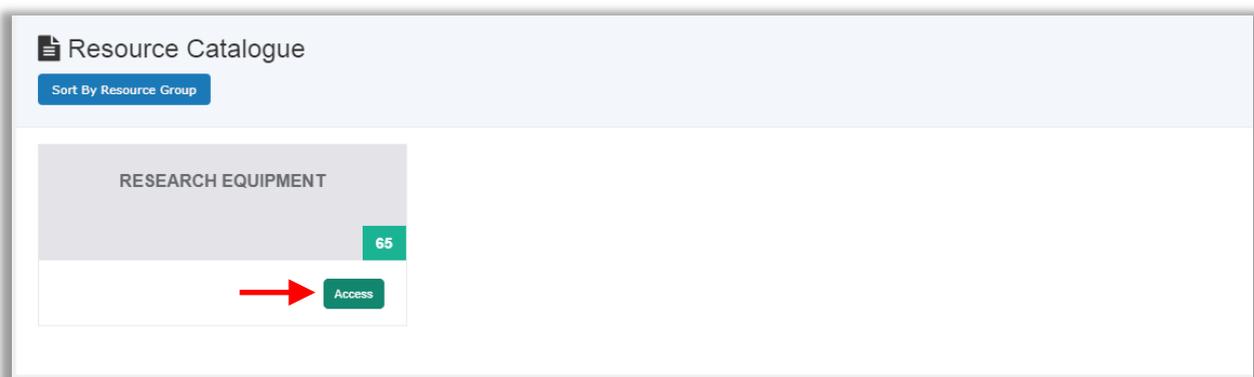
Searching for Equipment:

- Select 'Dashboard'

- Select 'Resource Catalogue'
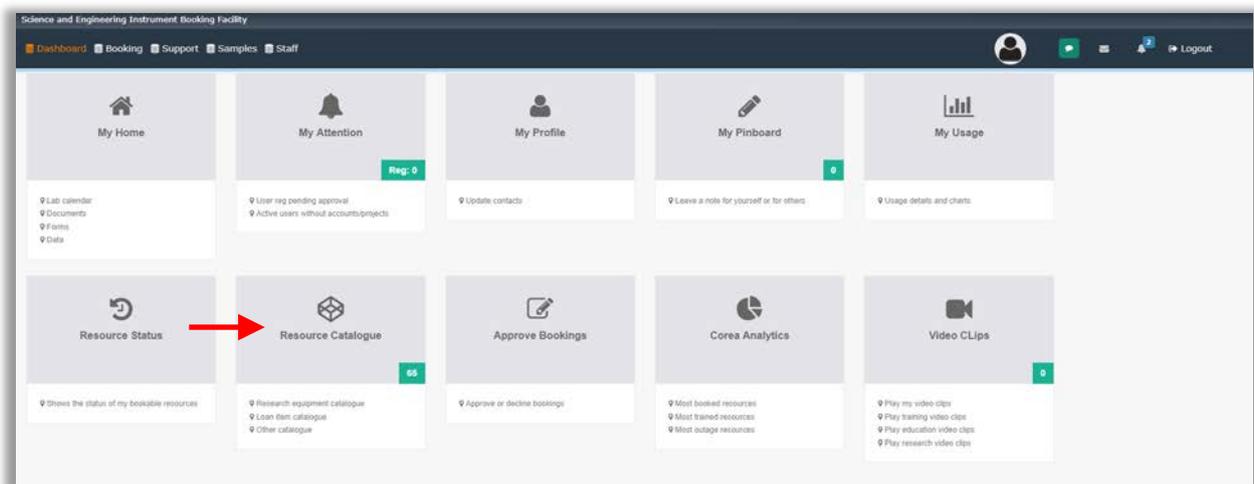
- Search by 'Department/Facility';

- Or you can see the entire list of 'Research Equipment' by selecting 'Sort by Resource Type' and then selecting 'Access' on the 'Research Equipment' tile.

Booking Equipment:

- For bookable equipment select 'To Book' from the Resource Catalogue page to view calendar

- If you do not have the appropriate certificate/s (training, induction) to use the equipment then you must contact a trainer listed to arrange the required training.