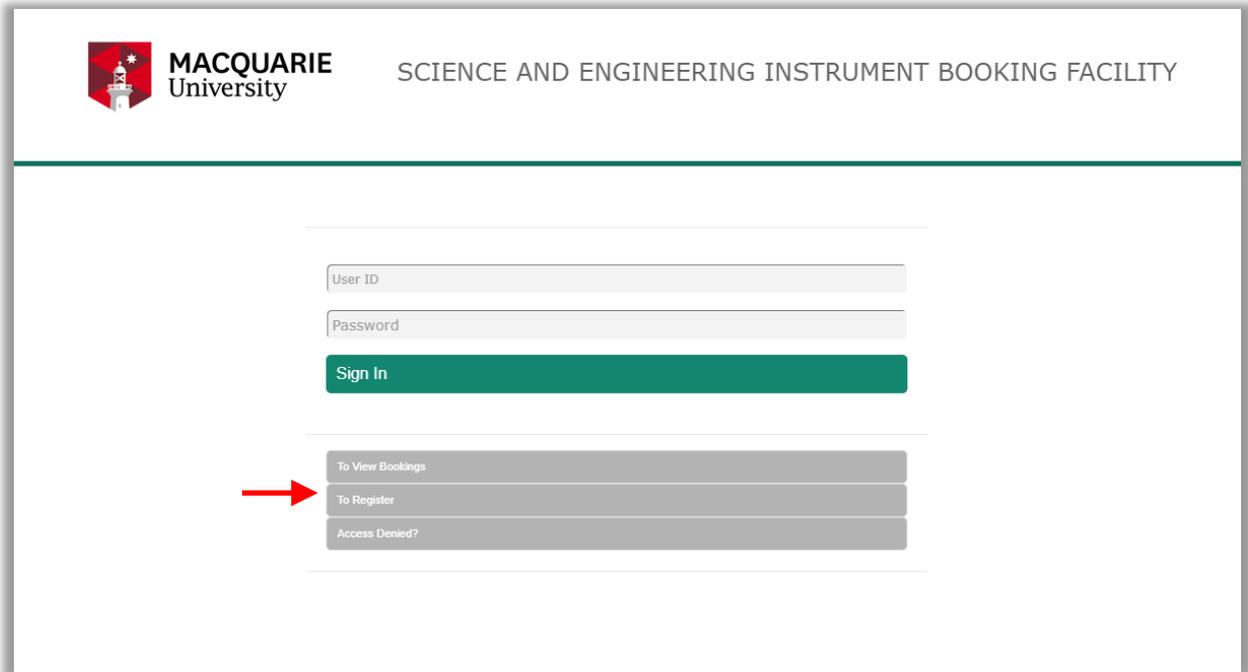


FSE Instrument Booking Facility How-To Guide

User Registration:

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



MACQUARIE University

SCIENCE AND ENGINEERING INSTRUMENT BOOKING FACILITY

User ID

Password

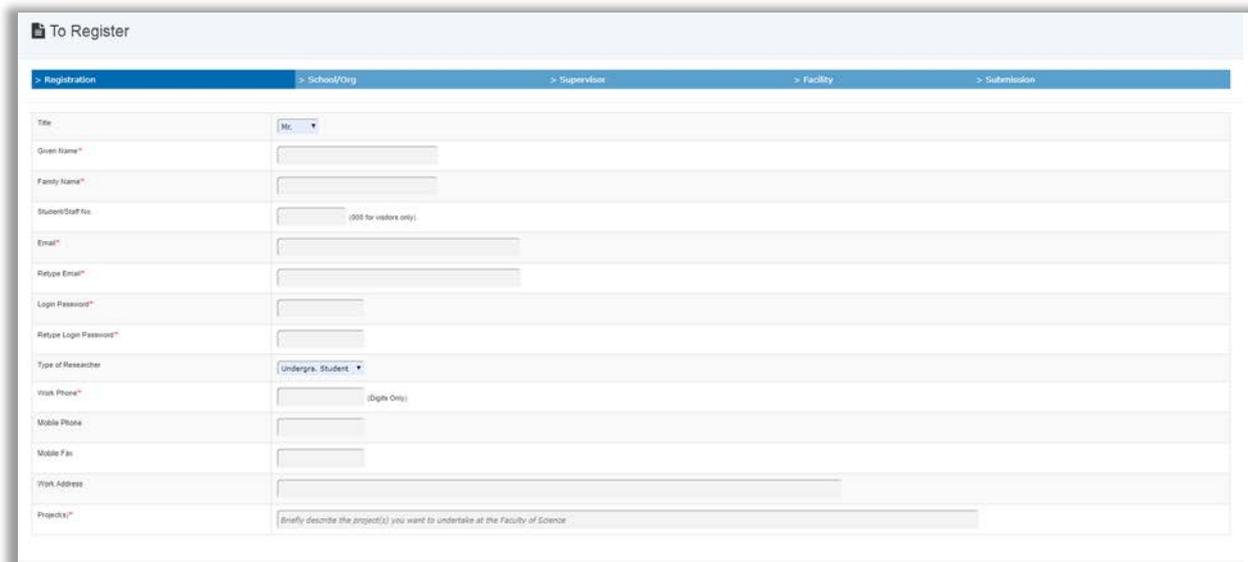
Sign In

To View Bookings

To Register

Access Denied?

- Select 'To Register'
- Complete the online form and submit



To Register

Registration > School/Org > Supervisor > Facility > Submission

Title

Given Name*

Family Name*

Student/Staff No. (000 for visitors only)

Email*

Retype Email*

Login Password*

Retype Login Password*

Type of Researcher Undergrad. Student

Work Phone* (Digits Only)

Mobile Phone

Mobile Fax

Work Address

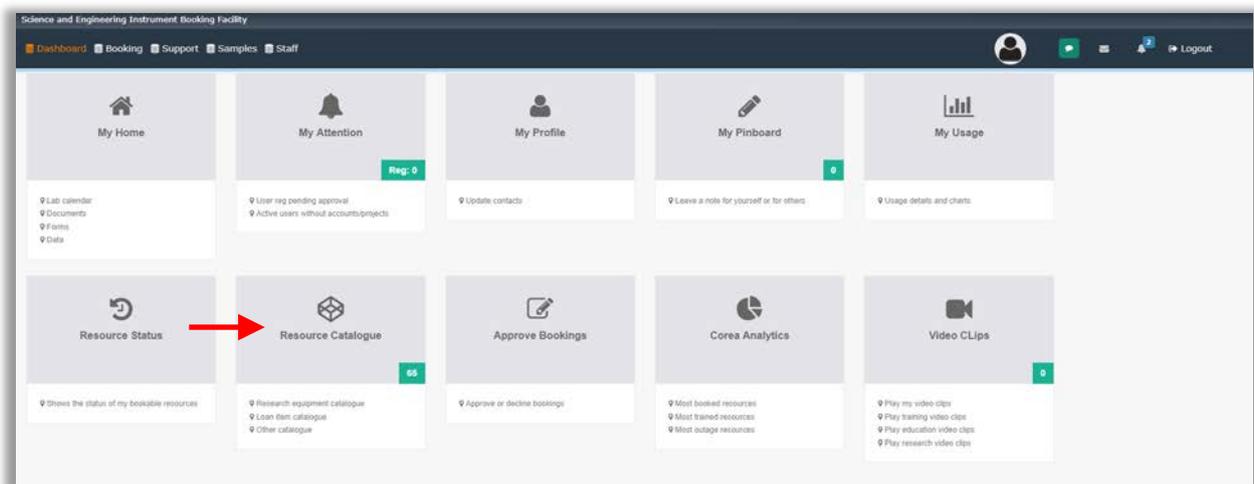
Project(s)* Briefly describe the project(s) you want to undertake at the Faculty of Science

Note: 'Student/Staff No. = MQ One ID; you must also use your MQ One ID password'

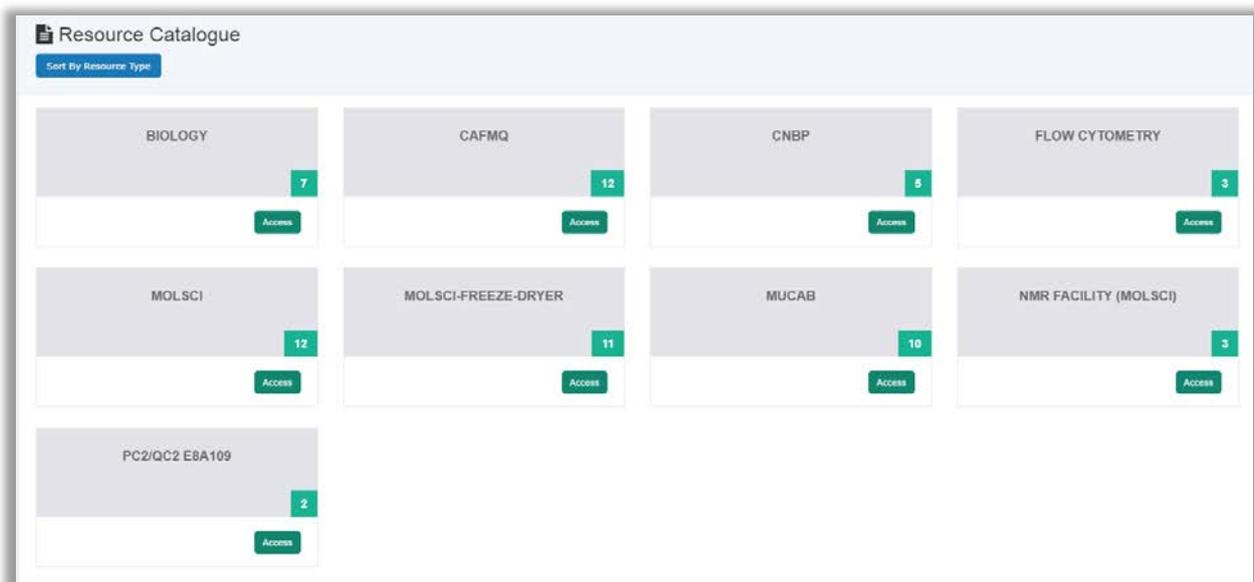
- Registration is automatic and should occur immediately, if you have any issues please contact Science IT - x9553.

Searching for Equipment:

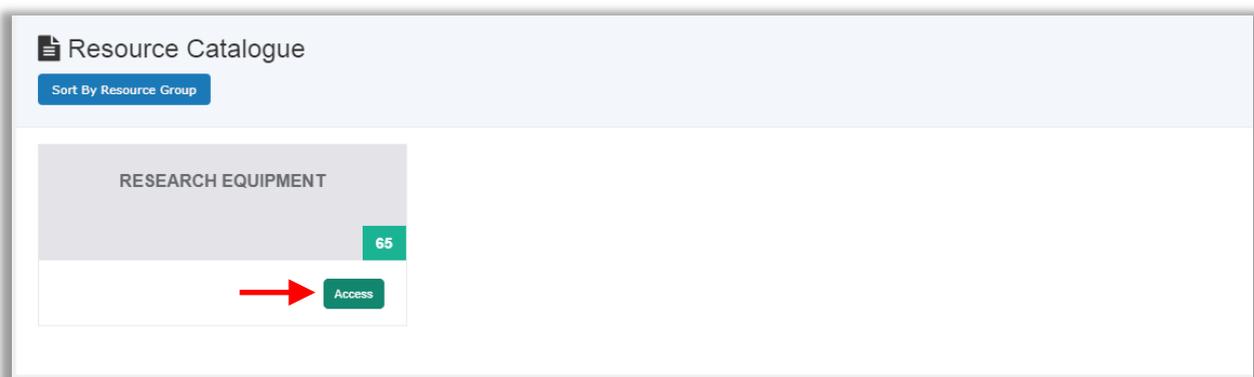
- Select 'Dashboard'
- Select 'Resource Catalogue'



- 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

The screenshot shows the 'Resource Catalogue' interface. At the top, there are options to 'Sort by Resource Type' and a 'Return' button. Below this, there is a search bar and options to 'Copy', 'CSV', 'Excel', and 'PDF'. The main content is a table with columns: Resource, Current Status, Resource Group, Resource Type, Booking Form, Item Number, Description, Specification, Location, Website, Upgrades, Custodian, and Trainers. The table lists four items: 'Fume Cupboard 1', 'Fume Cupboard 2', 'Fume Cupboard 3', and 'Instron'. Each item has a 'To Edit', 'To Book', and 'To View' button. The 'Current Status' column shows 'Available' for all items. The 'Trainers' column lists 'Josh Aldridge' and 'Marita Holley' for each item. Red arrows point to the 'To Book' button for 'Fume Cupboard 1' and the 'Trainers' column header.

Resource	Current Status	Resource Group	Resource Type	Booking Form	Item Number	Description	Specification	Location	Website	Upgrades	Custodian	Trainers
Fume Cupboard 1	Available	BIOLOGY	Research Equipment					E8C233			Marita Holley	Josh Aldridge josh.aldrige@mq.edu.au Marita Holley marita.holley@mq.edu.au
Fume Cupboard 2	Available	BIOLOGY	Research Equipment					E8C233			Marita Holley	Josh Aldridge josh.aldrige@mq.edu.au Marita Holley marita.holley@mq.edu.au
Fume Cupboard 3	Available	BIOLOGY	Research Equipment					E8C233			Marita Holley	Josh Aldridge josh.aldrige@mq.edu.au Marita Holley marita.holley@mq.edu.au
Instron		BIOLOGY	Research Equipment					E8E216				

- 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.