

Scheduling for the 3T MRI Scanner

The internet address is: <https://webmail.uchsc.edu>.

User Name and Password will be given after study is approved by committee.

At first the screen will be blank, so click on the **Calendar** icon on the left.

1. Click on the date you wish to schedule
2. Under the **'New'** button, choose **'Appointment'**
3. On the **'Subject'** line, type in the study name and subject's first name and ID (if known) – [ex: EPOCH, Sara, EP002]
Please do not use last names for HIPPA compliance.
4. Choose the **start and end time**, please allow 1.5 hours per exam (unless instructed otherwise)
5. Click on the **'Save and Close'** button

To send a notification to someone regarding appointment time:

1. Before step 5 (above); click on **'Invite Attendees'** at top of screen
2. Next to **'Required'** type in e-mail address of person needing notification
3. At bottom of screen, mark **'reminder'** box and change notification time (2 days)
4. At top of screen, click on **'send'**

To schedule **before 8:30 or after 4:00pm or within 24 hours**, please call Deb Singel at 303-724-1715 to get approval.

To delete an entry, click on the appointment, then click the **'delete'** symbol on the top line.

To change an appointment time, double click on original appointment. Go to start/end time and enter new date and times. Be sure to check availability *before* selecting new day.