Materials Science & Engineering is now using iLab to schedule lab equipment

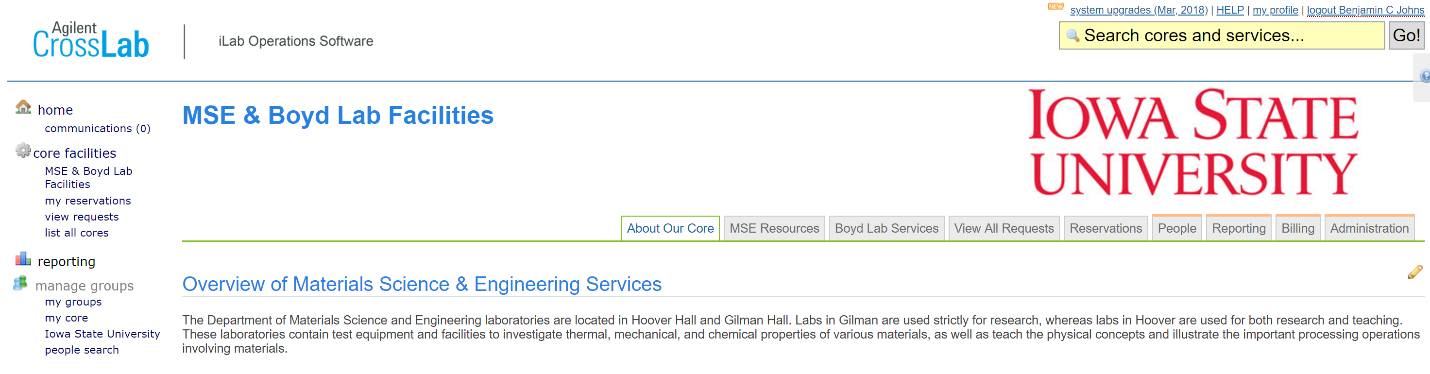
# Log into iLab

|  |
| --- |
| To do this, begin by navigating to ***iastate.okta.com*** in your web browser. *Works on mobile devices too!* |
| Once signed into Okta, click the ***iLab*** icon. |

If the iLab icon does not appear as an app in Okta, you can add it by clicking on Add Apps and adding iLab Solutions.

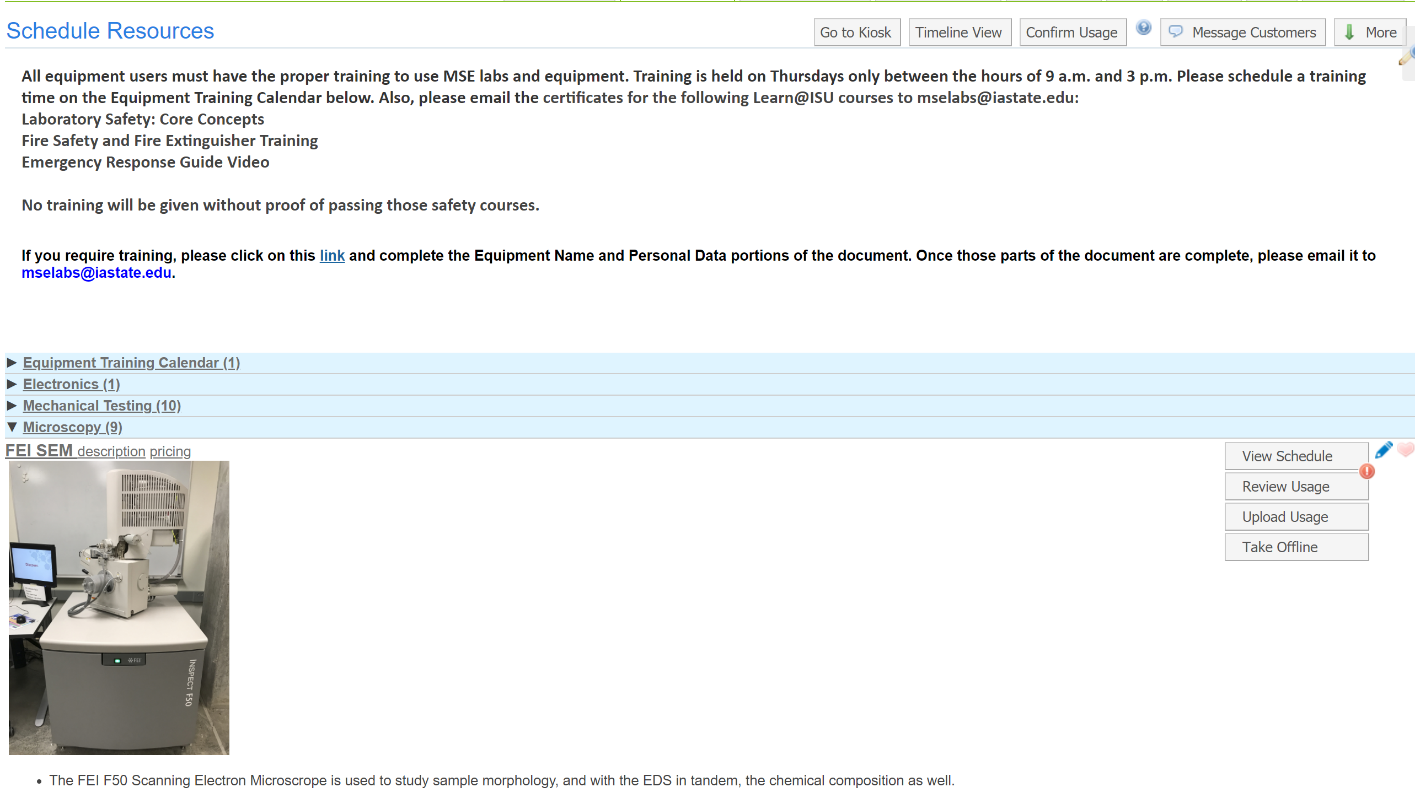
# Find Calendar

Once signed into iLab, find the MSE equipment calendars by clicking the **MSE Resources** tab.





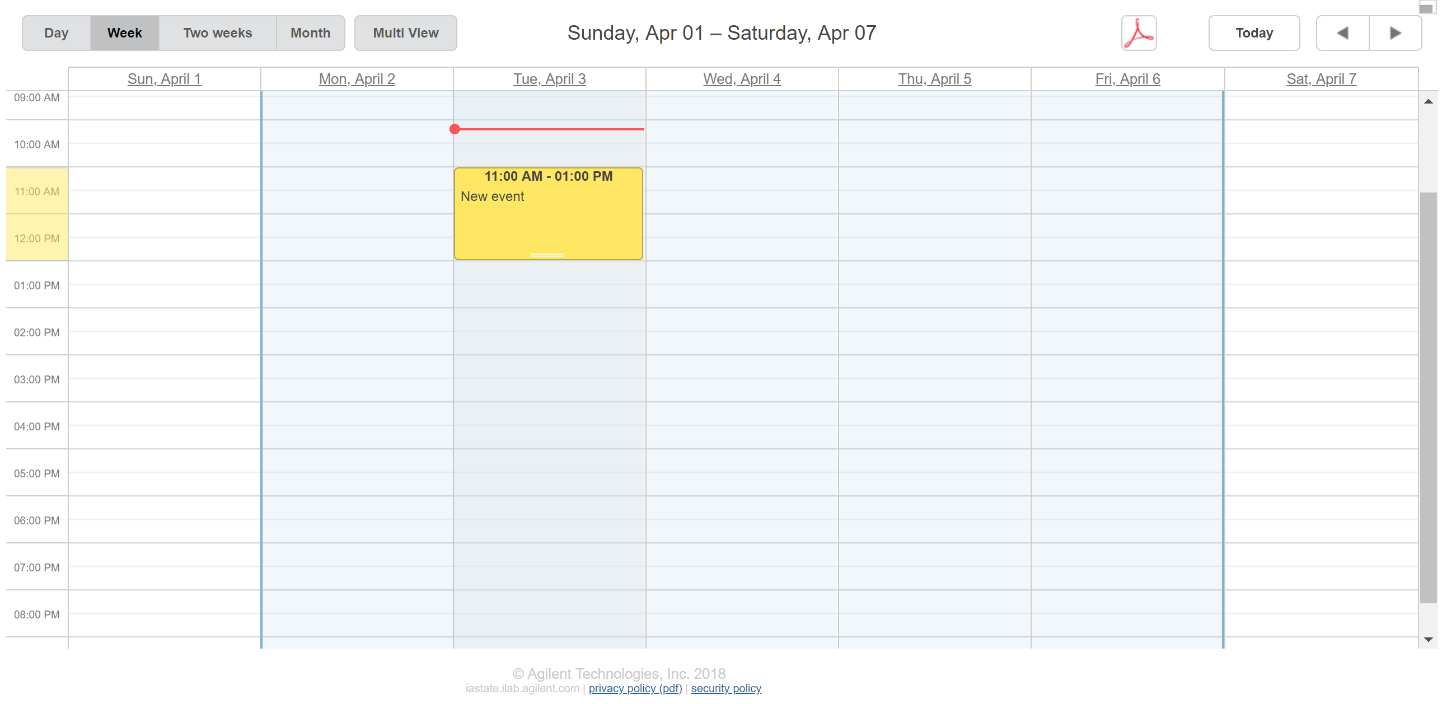
Find the calendar by selecting one of the categories and identifying the equipment you are wishing to book time on. Once the calendar has been found, click **View Schedule**. \*\*You will only have access to calendars for equipment for which you are trained and approved to use.





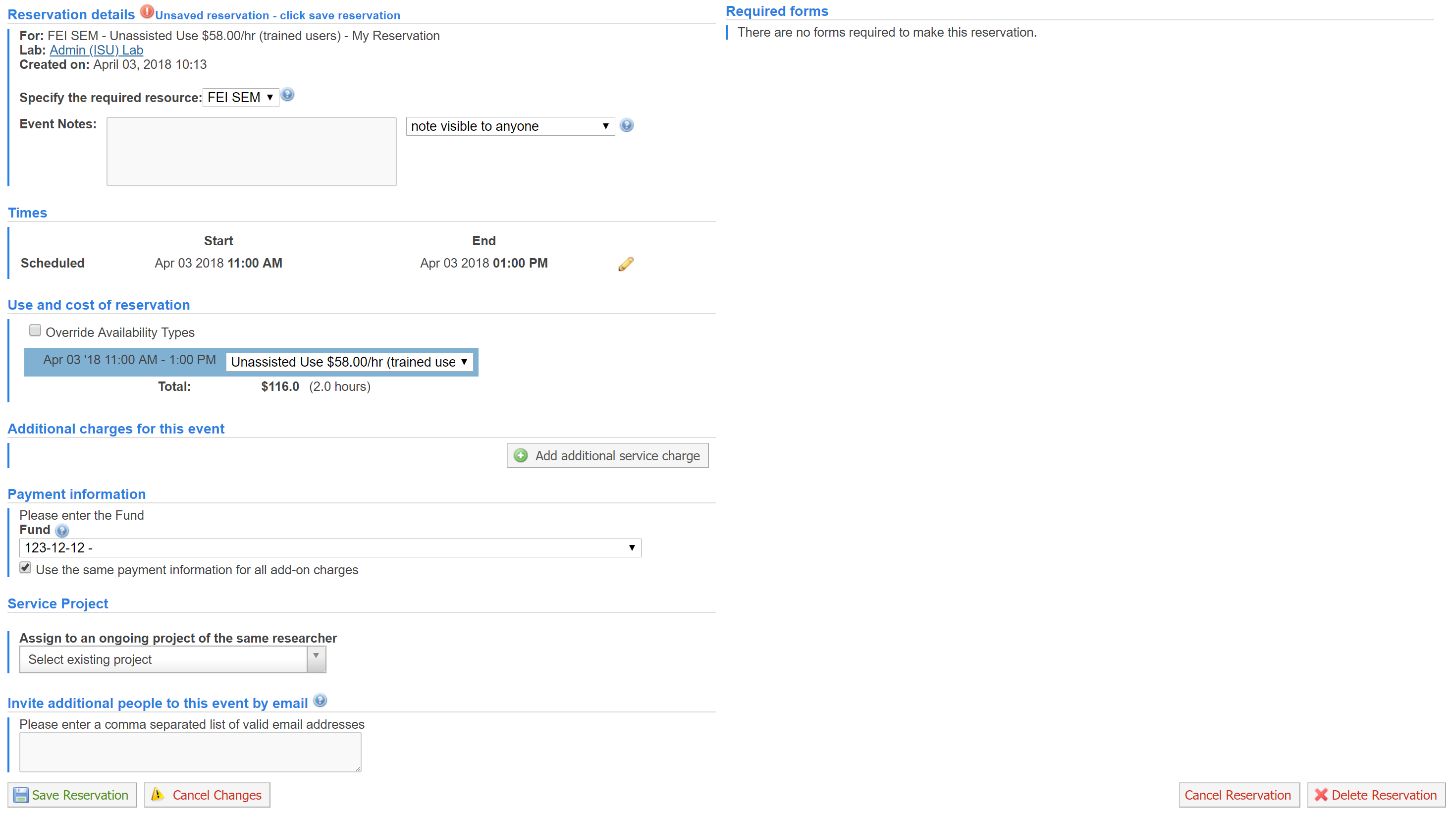
# Schedule Time

The calendar for the equipment selected is then displayed. **Schedule time** by clicking and dragging directly on the time slot desired.





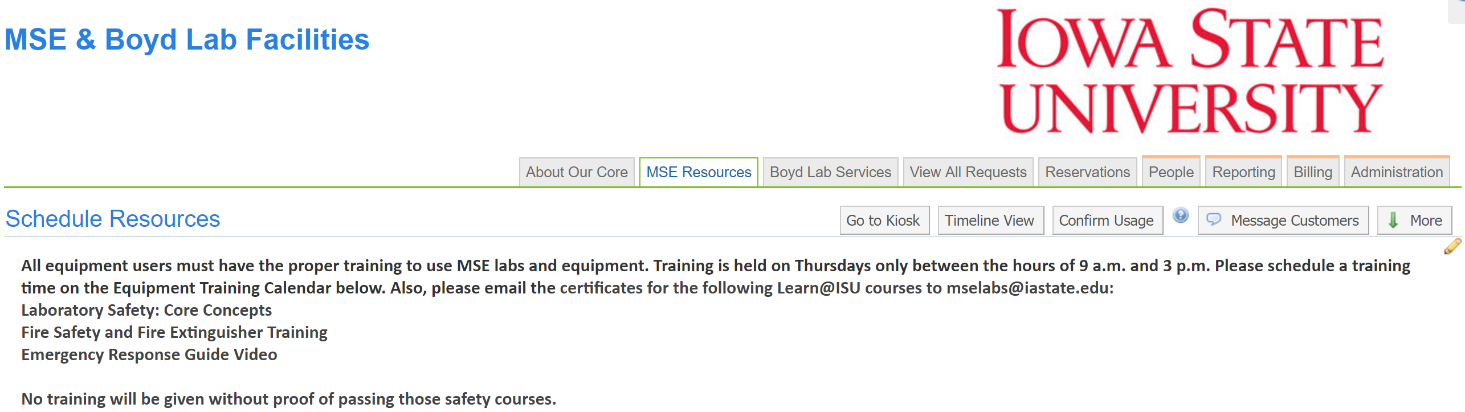
A window pops up to finalize the time selected and funding accounts to be used. Verify the information and then click **Save Reservation**.



At this point, the reservation is booked and you may log out.

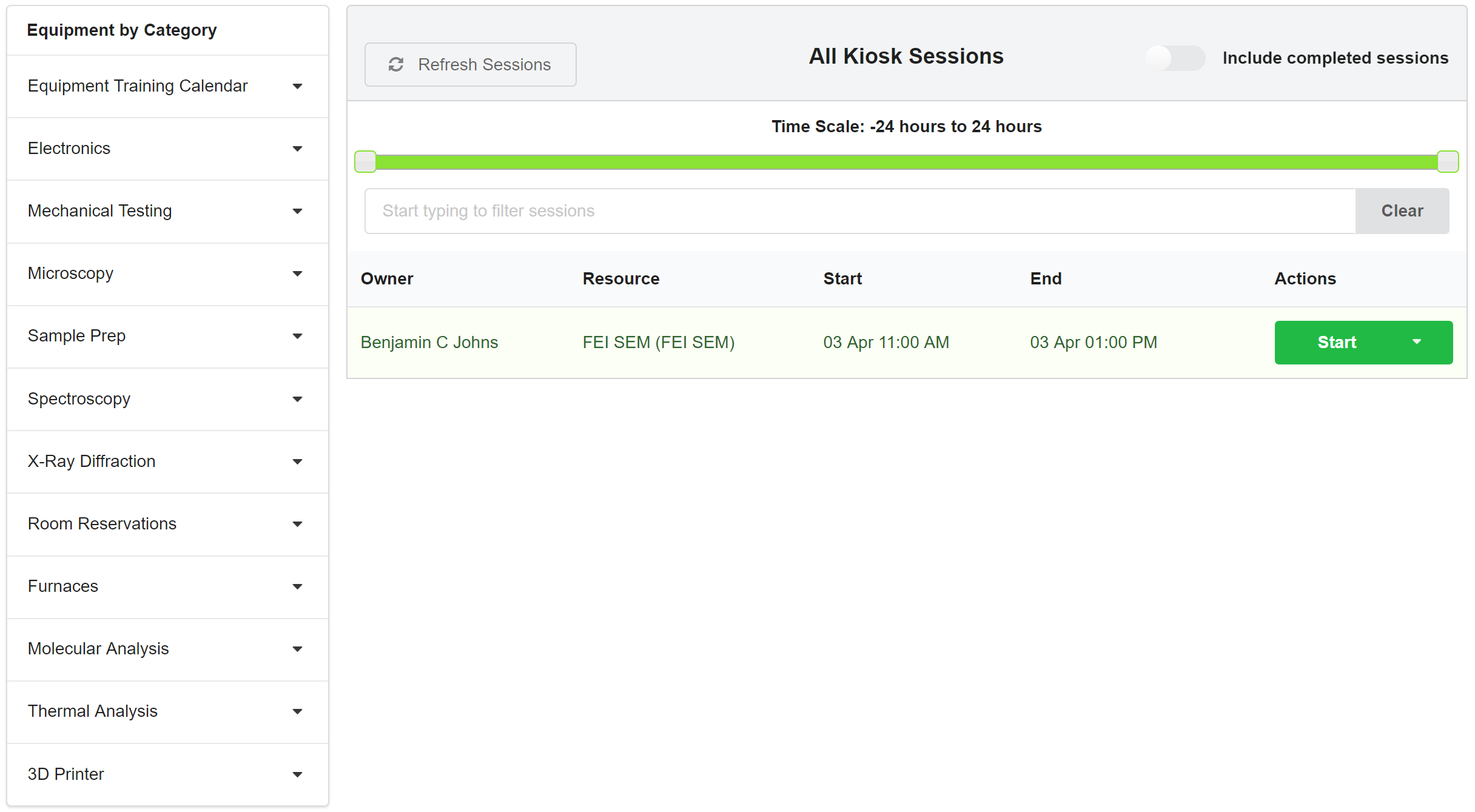
# Begin usage

When you are ready to begin using the machine, log into iLab (shown in Step 1) and select **Kiosk**.





Kiosk Mode opens. Find your reservation and click **Start**.





The timer starts. You may leave this window open, or Log out & use equipment if someone else needs to use the computer you are logged into iLab with.

# Stop Usage

When you are finished using the equipment, log back into Kiosk Mode (Step 4). Select **Finish**. 