A. PURPOSE: Due to the expanding number of investigators utilizing the CMI modalities, there has to be a centralized process of scheduling and allotting imaging time to avoid conflict and to aid in the use of machines for everyone involved. This SOP is intended to illustrate the procedures for scheduling imaging at the Center for Molecular Imaging through our online system. Please note that this system is only for scheduling bioluminescent and fluorescent modalities during normal business hours. Scheduling for weekends and after hours must be done by contacting Amanda Fair (awelton@umich.edu or 734-763-7862).

B. PROCEDURES: All animal SOPs in place through ULAM/UCUCA must be followed concurrently. If you have any hazardous animals or animals treated with radiation, you must adhere strictly to the current animal handling policies.

1. If you are a new user or are a returning user and have not filed a user agreement please contact Amanda Fair for current forms (awelton@umich.edu or 734-763-7862). These forms are needed in order to gain access into the NCRC CMI located in Building 23.

2. You may either mail completed forms to: Amanda Fair, BSRB AC51, Box 2200 or you may fax the completed forms to Amanda Fair at 734-615-1599 or 734-763-7870.
3. After your forms have been received and approved for completeness, you will be contacted for mandatory training. After training you will be emailed a six-digit Personal Identification Number (PIN). This number will serve as your entry code for NCRC CMI and also as your password for the website scheduling system. Please memorize this PIN code and do not distribute or share your code with anyone else.

4. You will also be emailed an access code to use in combination with your UMID to gain entry into our animal holding rooms. Proper PPE and all ULAM procedures must be followed when entering the animal rooms. Please refer to the appropriate imaging SOP for additional instructions.

5. When you are ready to proceed with your experiments, please visit our online scheduling system to set your appointment (http://www.med.umich.edu/cmi/). Click on “NCRC” at the lower left and then “Instrument Scheduling.” The directions for this system are below.
a. At this time you may only schedule imaging time on the IVIS Spectrum. You can visualize procedure room availability but you must contact Amanda Fair for access at least 3 days in advance.

b. Log in with your UM uniquename and the 6-digit entry code provided in the CMI access email.

c. A view of the current week will appear after login. Please note that the entire week is visible on the calendar but only specified days are available with your login. For after-hours or weekend imaging time contact Amanda Fair at awelton@umich.edu at least 3 days in advance.

d. Click on the “+” sign in the upper right corner of the day and time block you would like to schedule.
e. The Add Entry window will then appear. Start by indicating whether or not your animals will be considered hazardous when imaging (this information should be in your active animal protocol).

f. Next choose which project your imaging should be billed to. This drop-down menu should contain all active projects for your PI on file with the CMI.

g. Complete the Date and Time fields as appropriate. **Keep in mind that you will be billed according to this schedule so reserve only the time you will need.** Appointments can be cancelled using this system up to 24 hours before the scheduled time. After that you must contact Amanda Fair (awelton@umich.edu or 734-763-7862) and appointments will be adjusted for extenuating circumstances only. **Please continue to record your usage in the log book within the imaging room so we have an accurate record of use.**

h. Finally, check whether or not you’d like to receive a reminder email and then click save.
i. You will then be redirected back to a view of the week and your appointment should appear on the day/time that you reserved.

j. If you want to view the details of this appointment just click on your name and the details will open in a new window.

k. If you want to edit or delete the entry click on the appropriate button as indicated below.

l. When you are satisfied with your schedule make sure and logout using the button at the bottom of the page next to Current User.