

To cancel a scan time: Log in.

Go to Zuckerman Mind Brain Behavior Institute: MR Core along the left side. It should be under “Core Facilities”. Click “Schedule Equipment”.

Our available magnets will come up. Click View Schedule for whichever system you’ve reserved. Find the reserved block you want to cancel. Double-click on it to open the scan’s “Reservation Details” page.

In the screen that appears, there will be a “Delete Reservation” button in the lower-right corner.



If you make a reservation that you later need to cancel, you can delete an event as long as it’s more than 24 hours in advance of the reservation’s start time. The “Delete Reservation” button will not be usable after the 24 hour cutoff. In those cases, email the MR Administrator directly. The cancellation fee will be applied for scans cancelled within the 24 hours before the scan’s start time.