Before you reserve your scan time: get the IRB # for the study. Ask your PI or the MR Research Administrator if you don't know it.

To reserve scan time: Log in.

Go to Zuckerman Mind Brain Behavior Institute: MR Core along the left side. It should be under "Core Facilities".

Our available magnets will come up. Click "View Schedule" for whichever system you want to use. Find an available block.

Every scan requires 2 people at the console. They can be either:
- two people from your lab. One of them must have Level III certification and the other must have either Level II or Level III certification.
- The MR technologist plus one person from your lab, who must be either Level II- or Level III- certified. Before booking MR technologist time, check the iLab calendar "MR technologist availability" to make sure she's available.

Once you know who the 2 people are:

On the calendar for the system you plan to use, click & drag to get the time you want.

A window will pop up "Create A Reservation".
This brings you to the Reservation Details page.

 "Event Notes": Enter your IRB # here. Also mention if there will be biohazardous substances, if the participant has any health concerns, or anything else relevant for the MR Core to know.

"Use and Cost of Reservation": select Assisted or Unassisted, depending on whether the MR technologist will be operating the scanner for your scan. Do not select any other usage type unless specifically directed.

"Additional charges for this event": it's set up to automatically give one incidental finding read for your scan ticket. This is the default setting and it assumes you are scanning one participant in your one scan ticket. If you are scanning 2 or more people in one scan ticket, change "Quantity" to 2 or however many people you're scanning.

"Payment Information" is where you select the fund #.

"Invite additional people to this event by email": If you booked "Assisted" time, enter the MR technologist's email here. (MR Technologist Dania Elder is de2375@columbia.edu)

On the right-side, under "Required Forms", fill in the questions.

Then save the reservation.