Instructions for Scanner Reservations

In order to access the system you must have an IGSP net ID. If you do not have an IGSP net ID, go to https://igspnet.genome.duke.edu/user/create_account.

To apply for an account:
1) Login to submission form page: http://osforms.genome.duke.edu/
2) Select: "Reserve Time For: Instrument Use"
3) From the "Equipment" drop-down, select the instrument you would like to be able to use, then click "Select Time"

You will receive a message saying that your account is pending approval. The submission system will send an automated email to the microarray facility indicating there is a new account pending approval. Once the microarray facility approves the account, you will receive an email with pertinent information. After you receive the approval email, you will be able to login to the submission form and reserve time to use the scanner (see below).

To reserve time with an approved account:
1) Follow the same steps as above, this time making sure to fill out all information required by the reservation form.
2) After clicking on "Select Time", a calendar will appear with Date, Start Time and Duration fields at the bottom. Enter the information in the correct format and press the "Reserve Time" button.
3) You must confirm your reservation by clicking on the "Reserve Time" button below the submission summary table.
4) If you wish to cancel the reservation and you have not yet confirmed it, click “Remove” -> “OK” in the submission summary table.

To cancel a reservation after you have confirmed it:
1) Login to submission form
2) On the home page there will be an “Upcoming Reservations” Table. Find the reservation you wish to cancel, and click “Cancel” -> “OK”.