Reservation Tutorial

To make a reservation for a departmental instrument, use the following procedure:

**Step 1:** Go to the department website, [https://chem.mst.edu/](https://chem.mst.edu/)

**Step 2:** Mouse over the Research tab in the Site Menu and click Departmental Instrumentation.
Step 3: Click “See Instruments” in the Shared Instruments box.
Step 4: In the list, scroll to the instrument in which you are interested. As an example, we will use the TGA.

Step 5: Click the “Availability” button for the instrument. This will open the Google calendar for the instrument. You will be required to sign in with your S&T credentials.
Step 5a: The FIRST time you check the availability for a specific instrument, you will be prompted to add the instrument calendar to your own google calendar. You must click “Add” (highlighted by red box in the image below). Subsequent checks of the availability will not require you to add the calendar.
Step 6: A calendar for your desired instrument will be listed in the menu on the left side of the screen under “Other Calendars” (highlighted by red box in the image below).

When the TGA calendar is checked, any TGA scheduled events will be shown on your calendar in the color that represents the TGA instrument (green). In this example, several instruments are checked and therefore, several different colored events appear on the right. Here, we see the TGA (green) is unavailable between 4 and 5 pm. To show just the TGA events, simply uncheck the other calendars.

Colors for the different instruments can be changed at whim using the drop down arrows in the “Other Calendars” box.
**Step 7:** When you have confirmed that the instrument of interest is available, a reservation must be scheduled using an online google form. At the top of the shared instrument webpage, information about regulations is included; click on the link “online form” within this section. You will be directed to a google form that can be accessed with your S&T credentials. The google form will request the following information: your name, your department, the name of your advisor, the date for which you are requesting the instrument, start and end times, and a MoCode as explained in the table below. You will also be required to fill out a small section of the google form pertaining to COVID-19 related university policies.

Dr. Leigh or Mr. Satterfield will respond as soon as reasonably possible either to confirm your reservation request or explain why it cannot be made. Requests should be made with sufficient advance notice that there is adequate time for them to see and respond to your request.