**10 Simple Clicks to Schedule Time on the Flow Cytometer**

1. Click on the Cleveland Clinic’s Intranet homepage <http://portals.ccf.org/today>
2. Click on “All Login Accounts”. Click on “iLab” and login using CCF credentials.
3. Click on the top left navigation (hamburger) button, click on “Core Facilities” and then “Flow Cytometry”.
4. Click on the “Schedule Equipment” tab and then choose either the “Cell Sorters” or “Sample Acquisition” tab, depending on your experiment.
5. Click on the “View Schedule” tab under the piece of equipment that you plan to use.
6. Find the date and time that you plan to request usage. Click and drag on the scheduled day and time to begin the appointment process.
7. Create a reservation by completing the necessary information on the reservation form, including your method of payment. Be sure to complete all required fields (marked with an \*).
8. For self-use reservations, ensure that “Self-Use“ is selected.
9. If you require assistance for your reservation, please fill out all pertinent fields to ensure core technician can appropriately assist and ensure that “Assisted Use” is selected.
10. Click the “Save Reservation” button to send the reservation request to core personnel. state “Pending approval by core”.

You will get an email from iLab when your reservation has been approved.