

Calpendo booking instructions

1

Use link to new booking calendar: <https://path-ox.calpendo.com/>

2

Click "sign in using SSO"

3

A pop-up window will appear prompting you to register as a new user - Click "OK"

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4 Fill in details in "New User Registration" window.

New User Registration
[Registration details](#)

Login Nick Name	
Given name	
Other name	
Family name	
Email address	
User Type	Please select a User Typ...

Cancel Register

5 Users from the Dunn School = Internal
Users from other departments = External

New User Registration
[Registration details](#)

Login Nick Name	path0007
Given name	Robert
Other name	
Family name	Hooke
Email address	robert.hooke@path.ox.ac.uk
User Type	Internal

Cancel Register

Please select a User Type
Internal
Industry
External

6 Click "Register"

New User Registration
[Registration details](#)

Login Nick Name	path0007
Given name	Robert
Other name	
Family name	Hooke
Email address	robert.hooke@path.ox.ac.uk
User Type	Internal

Cancel Register

7 Your registration will need to be approved.
This may take a little while.
Once your registration has been processed,
you will receive an email and you'll be able to
use the booking calendar

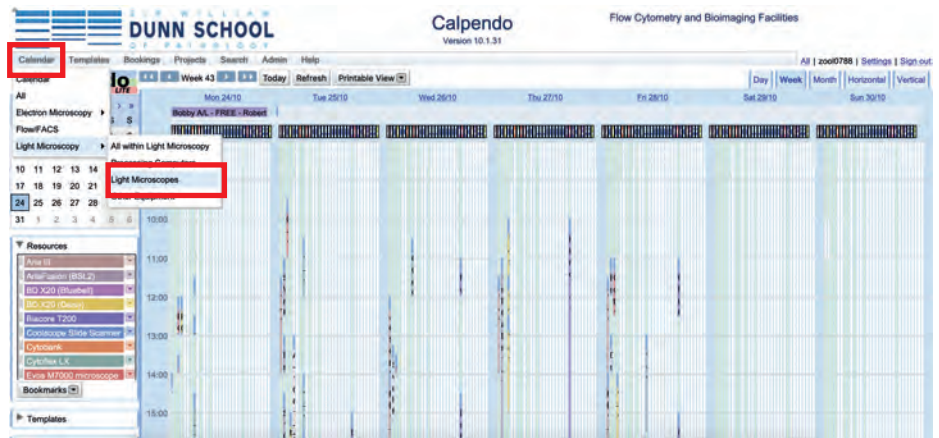


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On logging in.

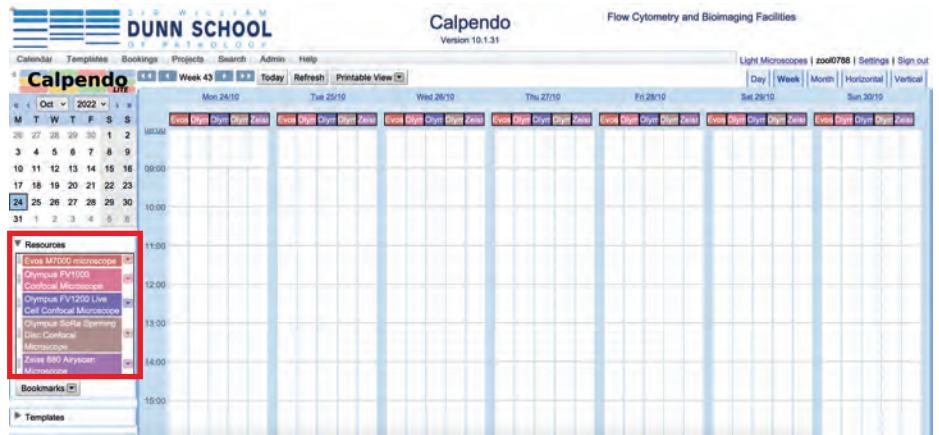
Click "calendar"
Choose "Light Microscopy"
Then "Light Microscopes"



9

You will see the booking calendars for all Light microscopes.

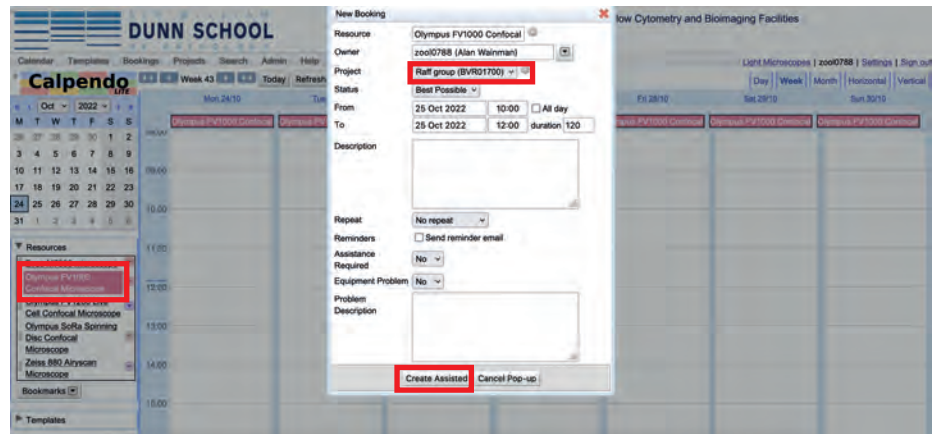
In "Resources"
choose microscope you'd like to use.



10

Highlight the timeslot you'd like to use.

In the dialog box that appears you must choose your "project". This will only be active if you have been trained to use that particular microscope.



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Click "Create Assisted" to make booking