Calpendo booking instructions

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

![Calpendo booking instructions](image)

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.

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

6 Click “Register”

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