

How to Reserve CMSC Equipment

Reservations for electron microscopy and surface analysis in 1130 Engineering Bldg. are not accessible through this system. Those reservations may be subscribed after training has been completed. Please direct inquiries regarding these instruments to [Per Askeland](#), (517) 432-5245.

1. Click on the link [Go to CMSC Equipment Reservation Calendar](#)
2. Sign in

Your username is everything preceding the "@" in the email address you provided on your CMSC lab application. Your password is the last four digits of the number on the back of your CMSC access card. Once you have logged in, you may change your password. Click [here](#) for instructions on how to change your password.

3. Select the desired machine from the list. If you do not see the machine on the list you may search by room number or keyword.
4. Scroll down to the calendar.
5. Double-click on the appointment. Enter your name and reservation period.
6. Sign out of the calendar when completed.

You may change or delete your reservations. The system will not allow you to make a reservation that conflicts with a pre-existing reservation.

Please address your comments and questions regarding equipment reservations to [Brian Rook](#).

[Go to CMSC Equipment Reservation Calendar](#)