

Registration in Agendo Science Software for Users  
of the IZKF Core Facilities without an UK Aachen  
account



**1. In your browser window go to:  
<https://izkf.agendoscience.com>**

IZKF Interdisziplinäres Zentrum für Klinische Forschung | RWTH AACHEN UNIVERSITY

Email

Password

Sign in

Sign in with IZKF credentials

Register • Recover

**2. Click on „Register“ if you do not have an Agendo account yet**



## Create a new account

For more information, please read [Quick User Guide](#)

\*Required fields

\*E-mail:

\*First name:

\*Last name:

Phone:

Phone extension:

\*Institute:

\*Group:

Select all the facilities you wish to have access:

### Leave a comment:

It will be sent to the manager along with your request

I agree with [Agendo's Terms of Use](#)

I agree with [Interdisciplinary Center for Clinical Research - Aachen University Terms of Use](#)

**3. If your Institute and Department are not yet included in the drop down menu, choose „Other“**



## 4. Insert your Institute in the following format: University – Institute

For Example:  
FH Aachen – Institute for  
Bioengineering

\*Institute:

Other institute

\*Address

\*Postal code

\*Country

\*VAT

I am the institute contact.

\*Email

\*First name

\*Last name

### Request access to:

Select the calendars you wish to use:

Select the request class you wish to have access:

Select all the facilities you wish to have access:

\*Group

Other group

I am the group responsible.

\*Group responsible email

\*Group responsible first name

\*Group responsible last name

5. Insert your working group in the following format:  
AG last name of PI, e.g.  
„AG Musterfrau“

6. Insert the contact information of the Institute's responsible and the group's responsible, e.g. your PI.

## Create a new account

For more information, please read [Quick User Guide](#)

\*Required fields

\*E-mail:

jdoe@ukaachen.de

\*First name:

Jane

\*Last name:

Doe

Phone:

Phone extension:

Phone extension

\*Institute:

Clinic for Psychiatry, Psychotherapy and Ps...

\*Group

AG Musterfrau

### Request access to:

Select the calendars you wish to use:

Resources

Select the request class you wish to have access:

Products

Select all the facilities you wish to have access:

Facilities

### Leave a comment:

It will be sent to the manager along with your request

I agree with [Agendo's Terms of Use](#)

I agree with [Interdisciplinary Center for Clinical Research - Aachen University Terms of Use](#)

Submit

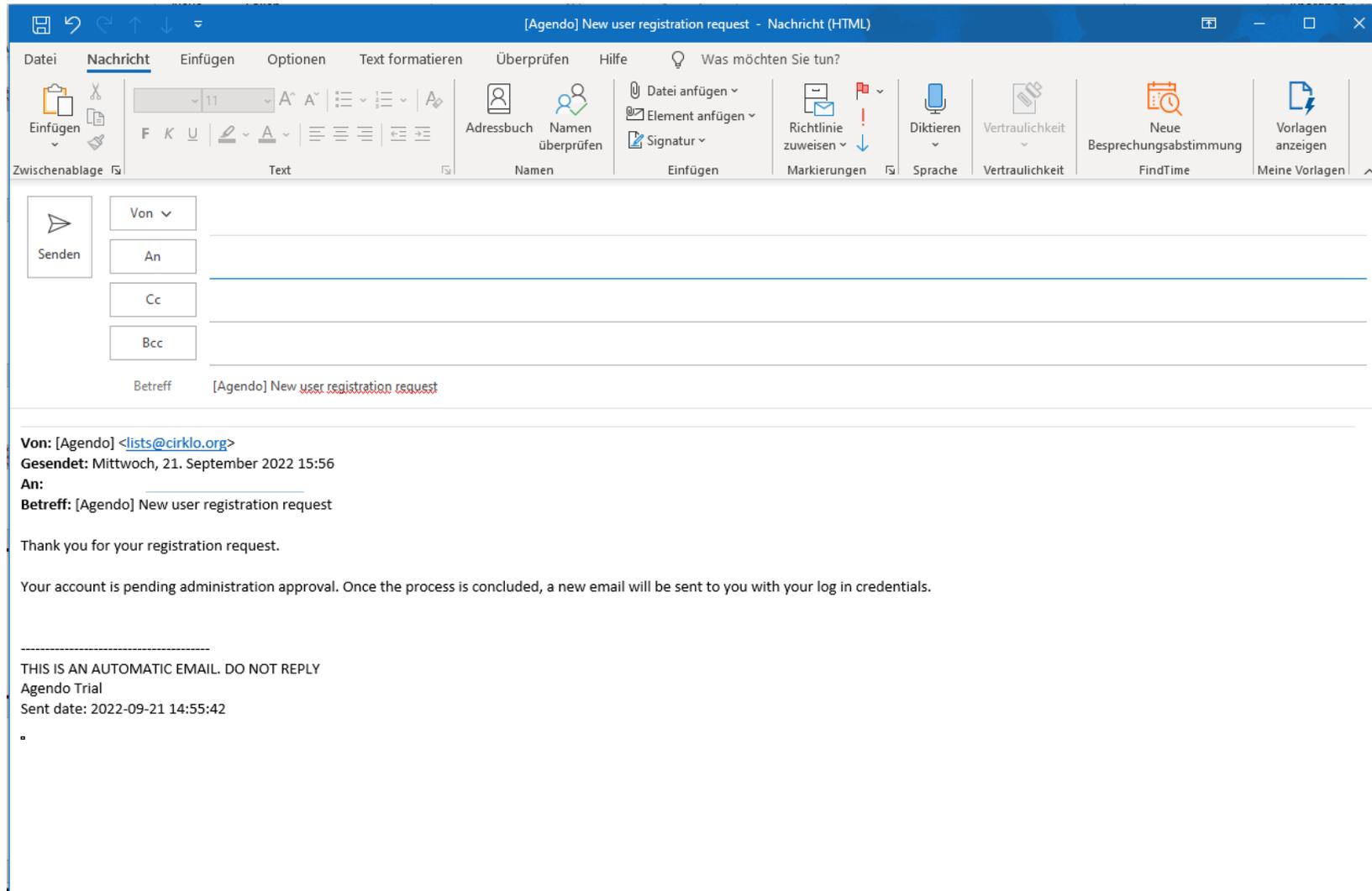
Back

7. Tick the box, that you agree with both Agendo's and IZKF's Terms of Use.



8. Press the submit button to send your registration.





**9. You will receive an email message from Agendo, telling you that approval of your account registration is pending.**

**10. Your account needs to be manually approved by the IZKF office. This might take some time (approx. 1-2 days). You will receive an email informing you about the approval. Afterwards you can log in to your account.**

**11. To log in please visit the agendo website in your browser window:  
<https://izkf.agendoscience.com>**

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[Register](#) • [Recover password](#)

**12. Use the e-mail address you registered with and the password we sent you to log in. If you did not receive a password via email, please contact us.**

13. Click on „Hide all tips“, if you do not want to get the introduction by the software.

The screenshot shows a web browser window with the URL <https://my.agendoscience.com>. A modal dialog box titled "Agendo Terms of Service" is open, displaying the following text:

**Agendo Terms of Service**  
Last modified: 2021-02-16 (version 4)

Welcome to Agendo  
Agendo is a service developed and provided by CKLO Lda (Cirklo), located at Rua dos Lusíadas, 4A, 1300-370 Lisbon, Portugal.  
By using Agendo, you are agreeing to these terms. **Please read them carefully**  
For additional information, please contact Cirklo at [info@agendoscience.com](mailto:info@agendoscience.com).

**Terms of Service and Privacy Policy**  
By using Agendo or any content in it, you acknowledge to understand and accept the respective Terms of Use and the Global Data Protection Regulation (GDPR), as follows:

**User accounts**  
You are fully responsible for any action that take place using your account. Your Agendo user account is personal and intransmissible; you are responsible for maintaining your password secret and secure. You cannot solicit, collect or use the login credentials of other Agendo users. If any unauthorized breach of your account occurs, you must notify us immediately to [support@agendoscience.com](mailto:support@agendoscience.com). We are not responsible for any misconduct regarding the usage of Agendo.

**Updates to your account**  
You are free to modify your personal information at any time. Any changes in user accounts are recorded and logged.

**Right to be forgotten**  
Your right to be forgotten is dependent of the contractual clause with Cirklo and your institution. If you wish your user account to be erased from our records, please file a request in our helpdesk. We will then contact your institution for approval. Simple user inactivation can be performed directly by internal account manager. We cannot inactivate accounts due to contractual reasons.

**Data Protection and Privacy Policy**  
You are the owner of any content uploaded by you to Agendo. This content may be shared with other Agendo users, at your choosing, if such option is available. You must not upload content that violates copyright agreements with third parties. All information provided by you upon registration is to be used by other registered Interdisciplinary Center for Clinical Research - Aachen University database users.

At the bottom of the dialog, there is a green "Accept" button. A red circle highlights this button, and a red arrow points to it from the right. In the top-left corner of the dialog, there is a yellow button labeled "Hide all tips", which is also circled in red. A red arrow points to this button from the left, originating from the text box on the left side of the image.

14. Accept Agendo's Terms of Service.

# 15. Congratulations! You are now ready to book services at the IZKF core facilities!

The screenshot displays the Agendo web application interface. The browser address bar shows <https://my.agendoscience.com>. The user is logged in as Erika Muster. The interface includes a dark sidebar with navigation options: Home, Help, Calendars, Requests, Facilities, Notes & SOP, Reports, Stocks, and Hazardous. The main content area is divided into several sections:

- Whiteboard:** A section titled "What's going on?" with a "Welcome to Agendo!" message. It describes the tool as a scheduler and service request tool developed by facility managers. A list of features includes: booking, service requests, communication between end-users and staff, facilitate financial reporting, quality control auditing, and SOPs management and beyond. Below the text is an image of a laptop displaying the Agendo interface. A "Cirklo Support" post is visible at the bottom of the whiteboard.
- My requests:** A section with a search bar and filters. It contains a table with columns: STATE, UID, TITLE, USER, and REQUEST DATE. The table is currently empty, displaying "No data available in table".
- My permissions:** A section with a table with columns: RESOURCE, TYPE, and AVAILABILITY. The table is currently empty, displaying "No data available in table".
- My bookings:** A section with a sub-section "Bookings that I admin".
- My calendar profiles:** A section with a table with columns: OWNER, LABEL, and CALENDARS. The table is currently empty, displaying "No data available in table".

At the bottom of the page, there is a notification: "Please revise email notifications. Note that we revised the notifications form Agendo, which are now by default off. Please revise your [My profile->Notifications] setting, and check what messages you want to receive at your".