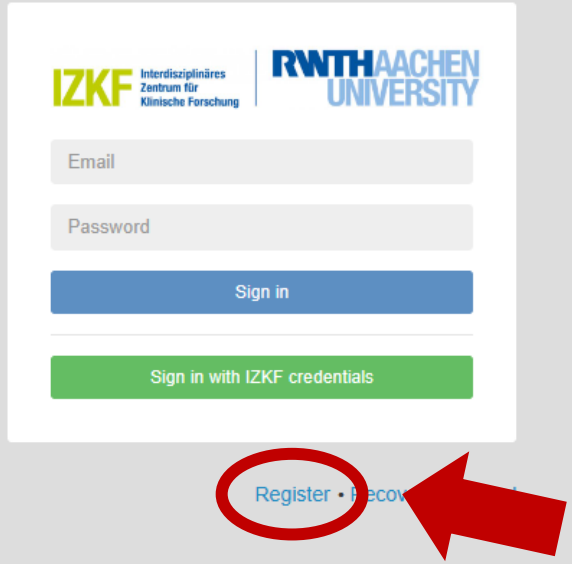
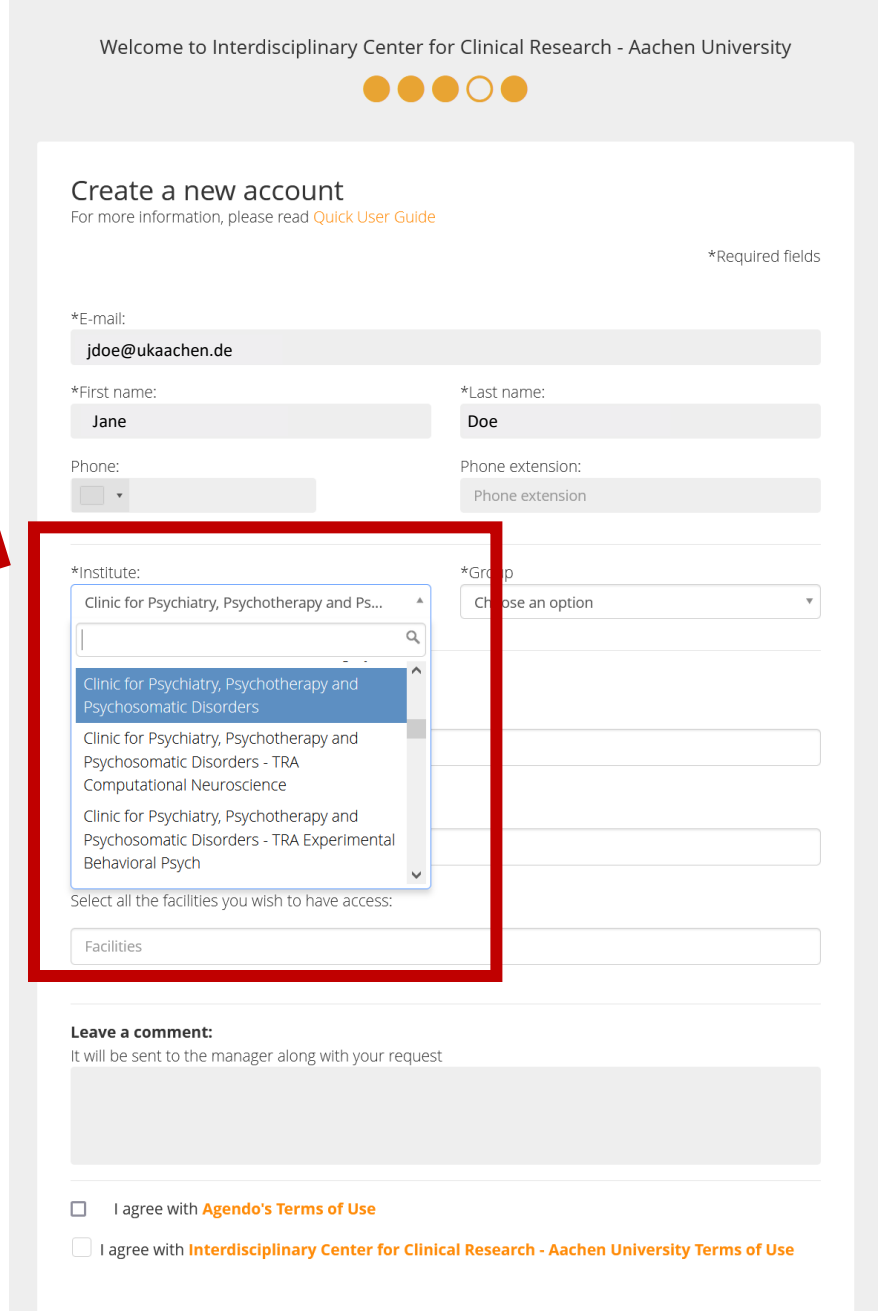
Registration in Agendo Science Software for Users of the IZKF Core Facilities without an UK Aachen account

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



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

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



Agendo - New account

https://my.agendoscience.com/registration/index.php

APPS UKA | IT UKA | ClickUp | Intranet UKA | WordPress | Genomics Facility | GigaMove 2.0 | GF Data | Agendo | sciebo | COVID-19 Tests

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

For Example:
FH Aachen – Institute for Bioengineering

*Institute:
Other

Other institute
Institute's name

*Address
Institute's address

*Postal code
Institute's postal code

*Country
Institute's country

*VAT
Institute's VAT

I am the institute contact.

*Email
Contact's email

*First name
Contact's first name

*Last name
Contact's last name

*Group
Other

Other group
Group's name

I am the group responsible.

*Group responsible email
Group's email

*Group responsible first name
Group's first name

*Group responsible last name
Group's 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.

Request access to:
Select the calendars you wish to use:

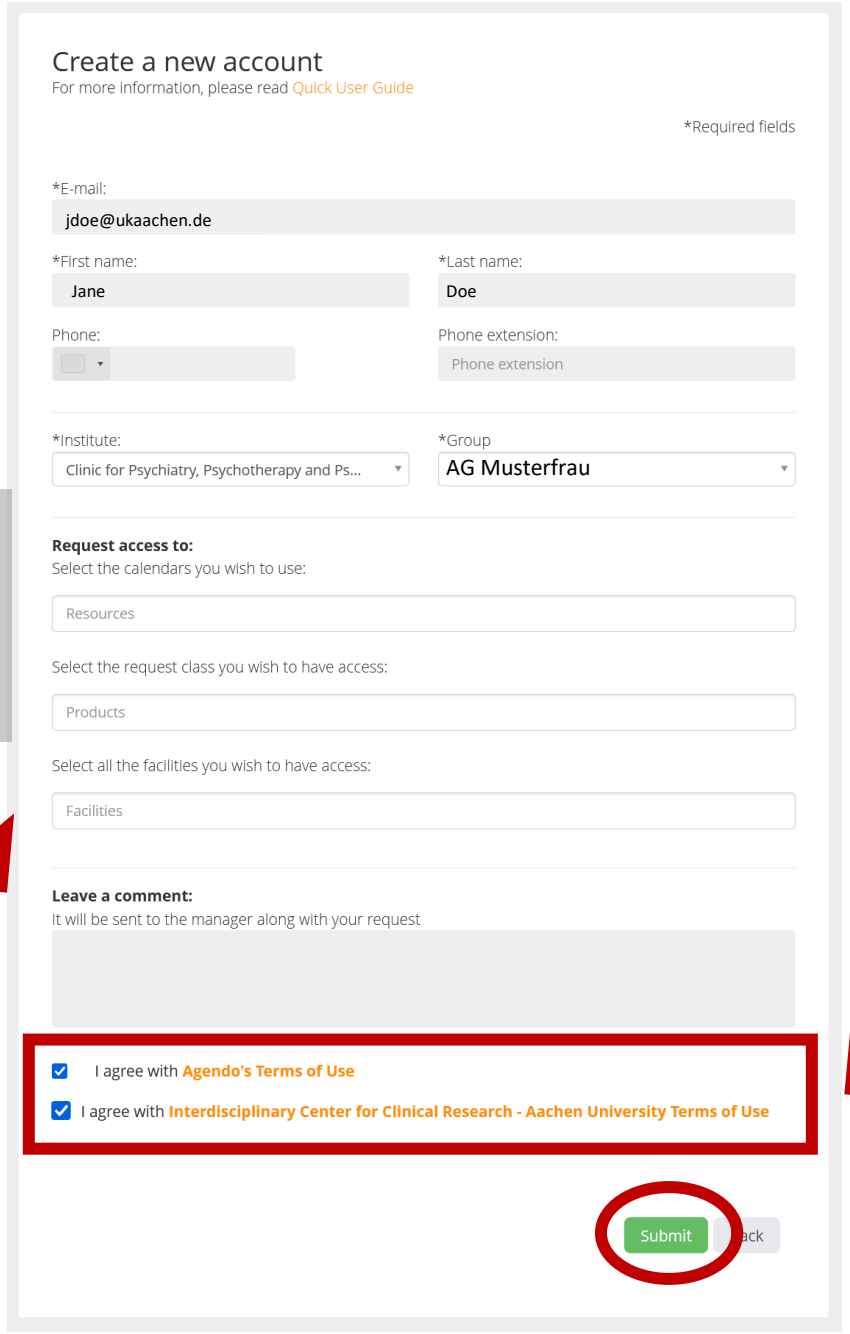
Resources

Select the request class you wish to have access:

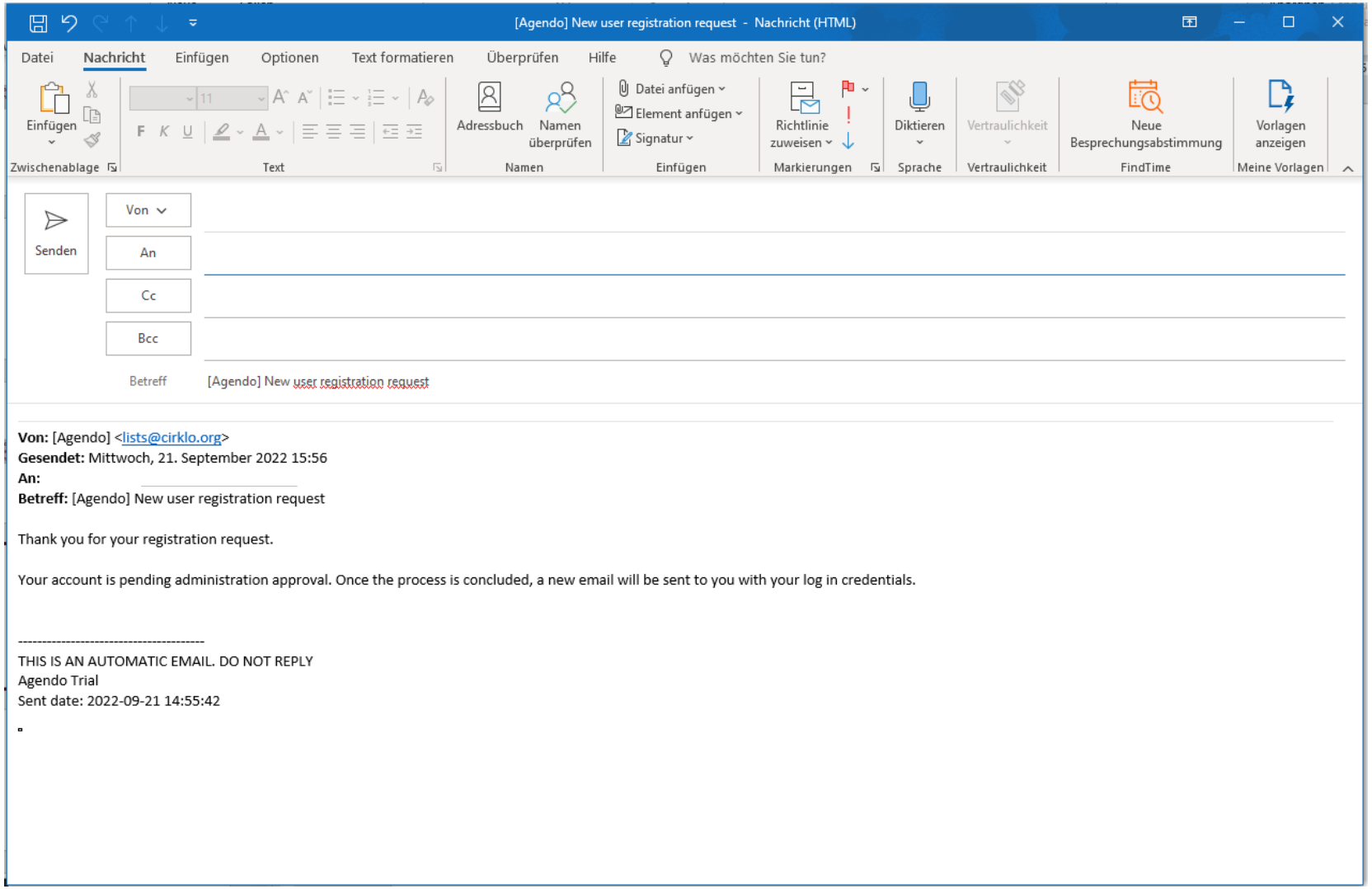
Products

Select all the facilities you wish to have access:

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



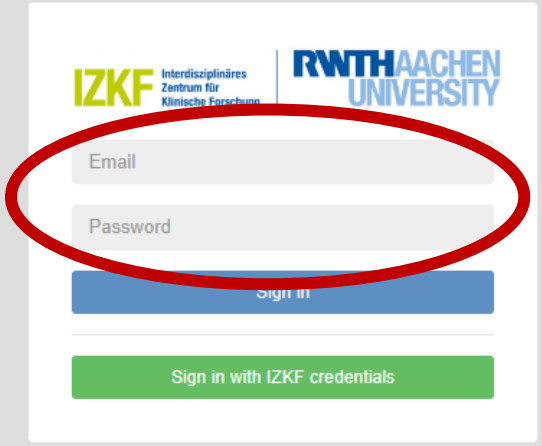
8. Press the submit button to send your registration.



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

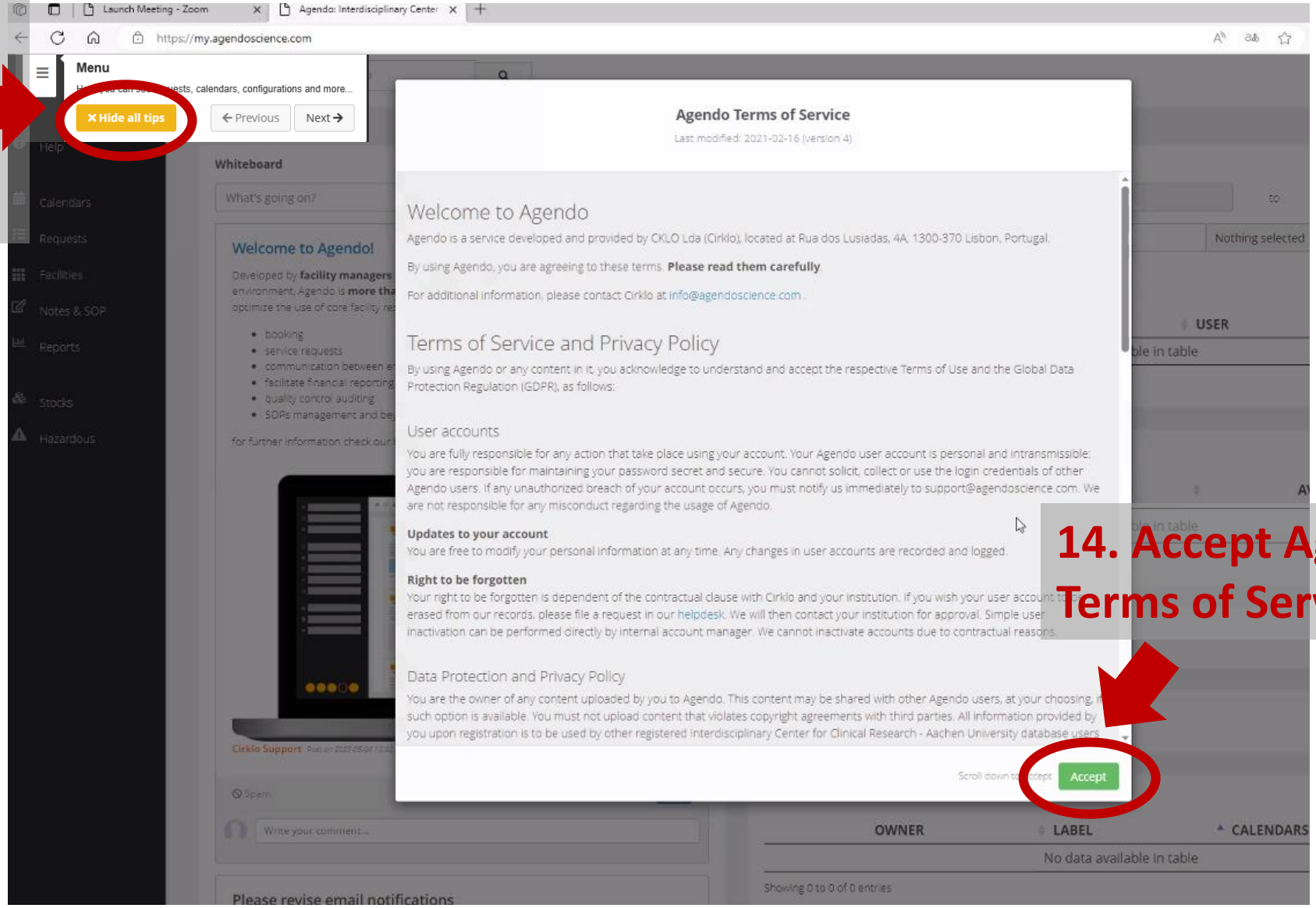
10. Your account needs to be manually approved by the IZKF office. This might take some time (approx. 1-2 days). You will receive an email informing you about the approval. Afterwards you can log in to your account.

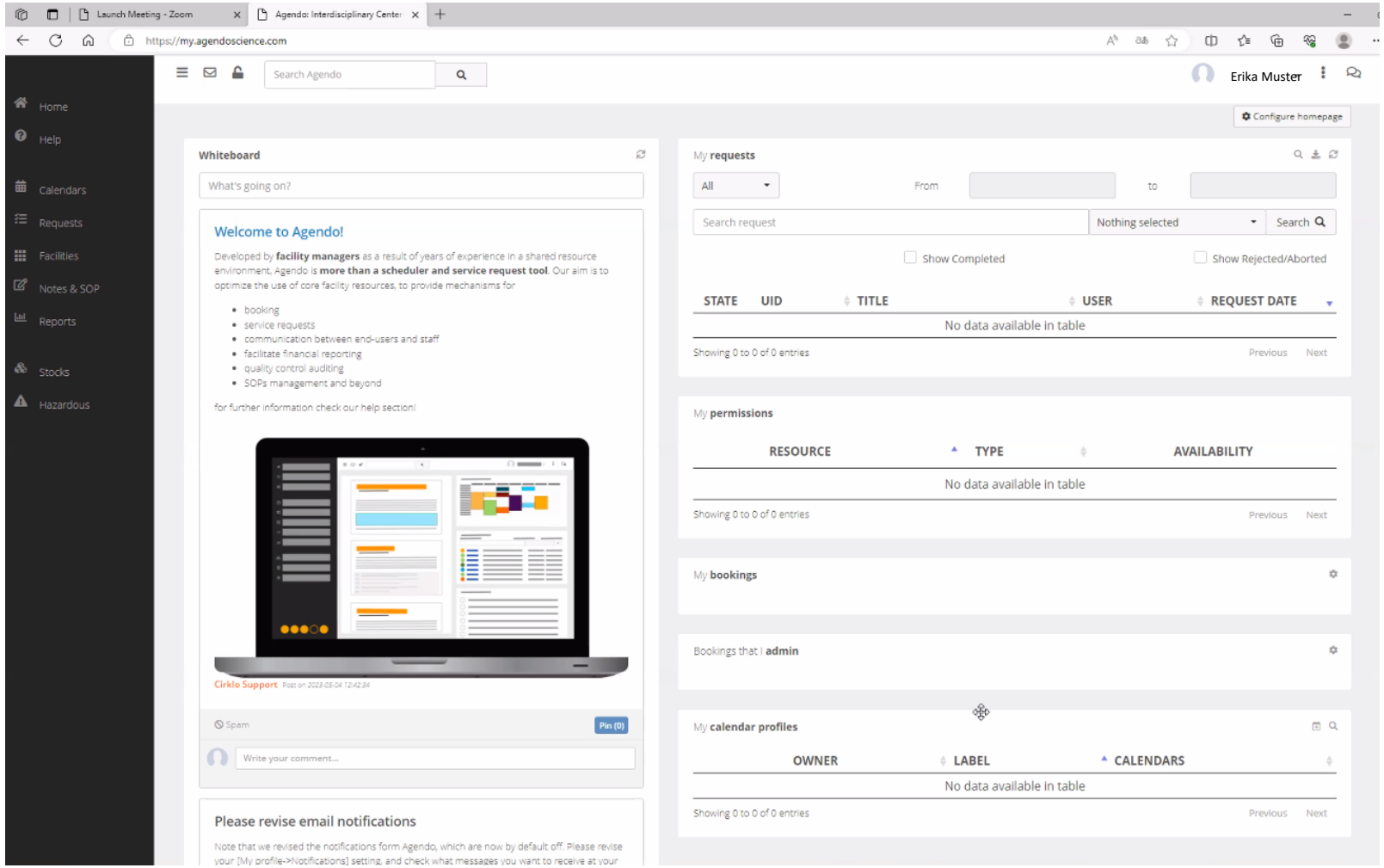
11. To log in please visit the agendo website in your browser window: https://izkf.agendoscience.com



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.



14. Accept Agendo‘s Terms of Service.

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