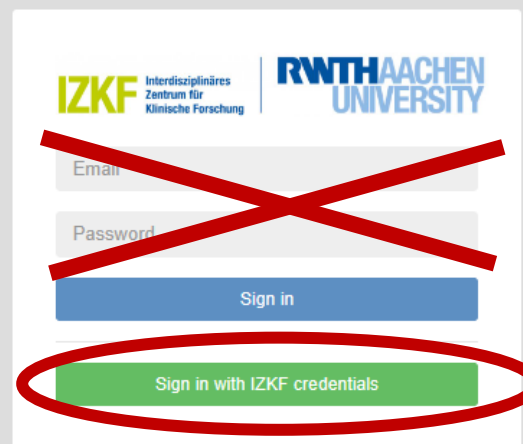


How to register/log in to the booking  
software of the **IZKF core facilities**  
with an UK Aachen account



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




The screenshot shows the login interface for IZKF (Interdisziplinäres Zentrum für Klinische Forschung) at RWTH Aachen University. The page features a large red 'X' over the standard email and password login fields. Below these fields is a blue 'Sign in' button. At the bottom of the login section is a green button labeled 'Sign in with IZKF credentials', which is circled in red. A red arrow points from this green button towards the second instruction box on the right.

[Register](#) • [Recover password](#)

2. Click on the green button to register with your UKA credentials (do NOT use your BIF account).

### 3. Choose your Institute from the dropdown menu



#### 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...

- Clinic for Psychiatry, Psychotherapy and Psychosomatic Disorders
- Clinic for Psychiatry, Psychotherapy and Psychosomatic Disorders - TRA
- Computational Neuroscience
- Clinic for Psychiatry, Psychotherapy and Psychosomatic Disorders - TRA Experimental Behavioral Psych

\*Group

Choose an option

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](#)



## 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:

\*Institute:

Clinic for Psychiatry, Psychotherapy and Ps...

- Clinic for Psychiatry, Psychotherapy and Psychosomatic Disorders
- Clinic for Psychiatry, Psychotherapy and Psychosomatic Disorders - TRA
- Computational Neuroscience
- Clinic for Psychiatry, Psychotherapy and Psychosomatic Disorders - TRA Experimental
- Behavioral Psych

\*Group

AG Musterfrau

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](#)

**4. Choose your working group with your PI.**

**5. Read and agree with both Agendo's and IZKF's Terms of Use.**

### 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

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

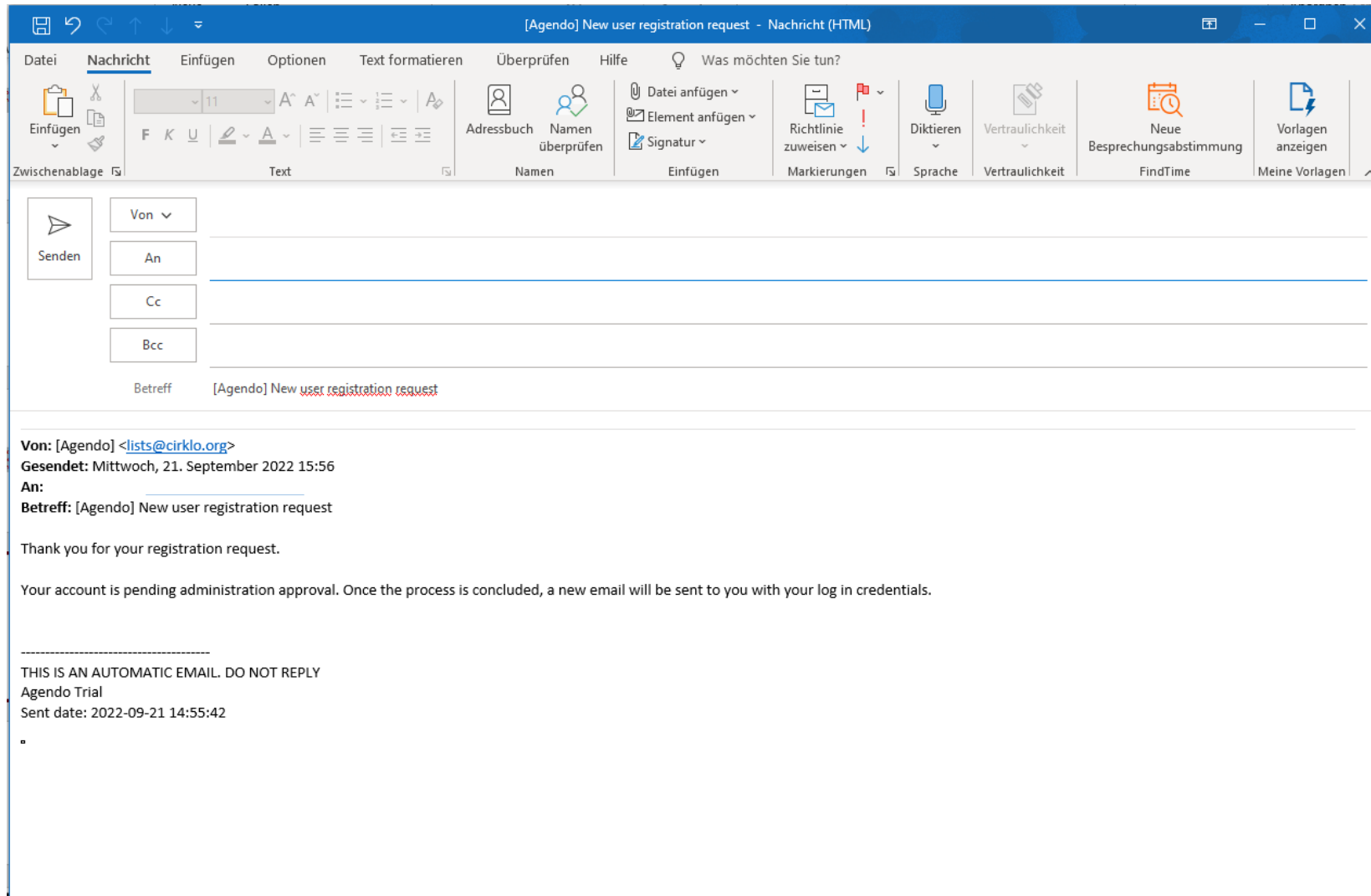
Select the request class you wish to have access:

Select all the facilities you wish to have access:

**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](#)

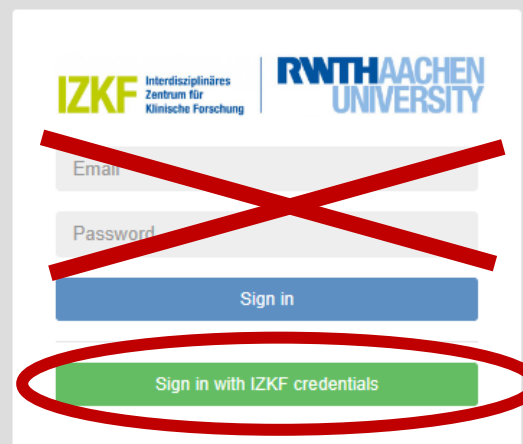
**6. Press the submit button to send your registration.**



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

**8. 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.**

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

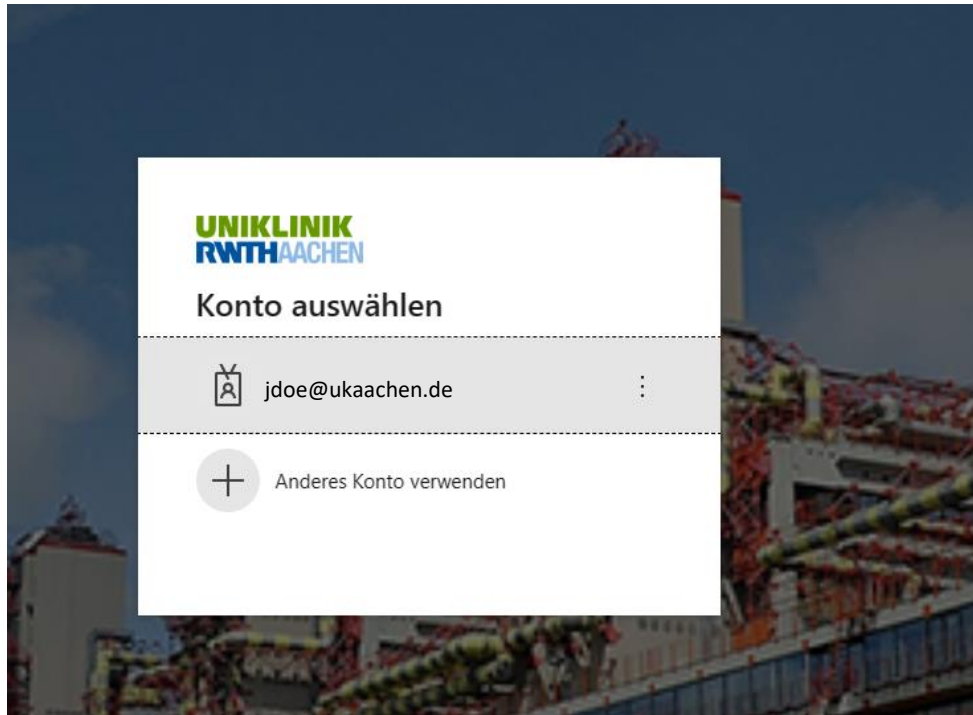


The screenshot shows the login interface for IZKF (Interdisziplinäres Zentrum für Klinische Forschung) at RWTH Aachen University. The page features a large red 'X' over the standard email and password login fields. Below these fields is a blue 'Sign in' button. At the bottom of the login section is a green button labeled 'Sign in with IZKF credentials', which is circled in red. A red arrow points from this green button towards the instruction box on the right.

[Register](#) • [Recover password](#)

10. Click on the green button to log in with your UKA credentials (do NOT use your BIF account).

**11. Use your UKA email address  
and UKA password to log in to  
Agendo.**



Melden Sie sich mit Ihrem Organisationskonto an

Anmelden

[Kennwort vergessen?](#)



12. 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 displayed in the center. The dialog contains 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.

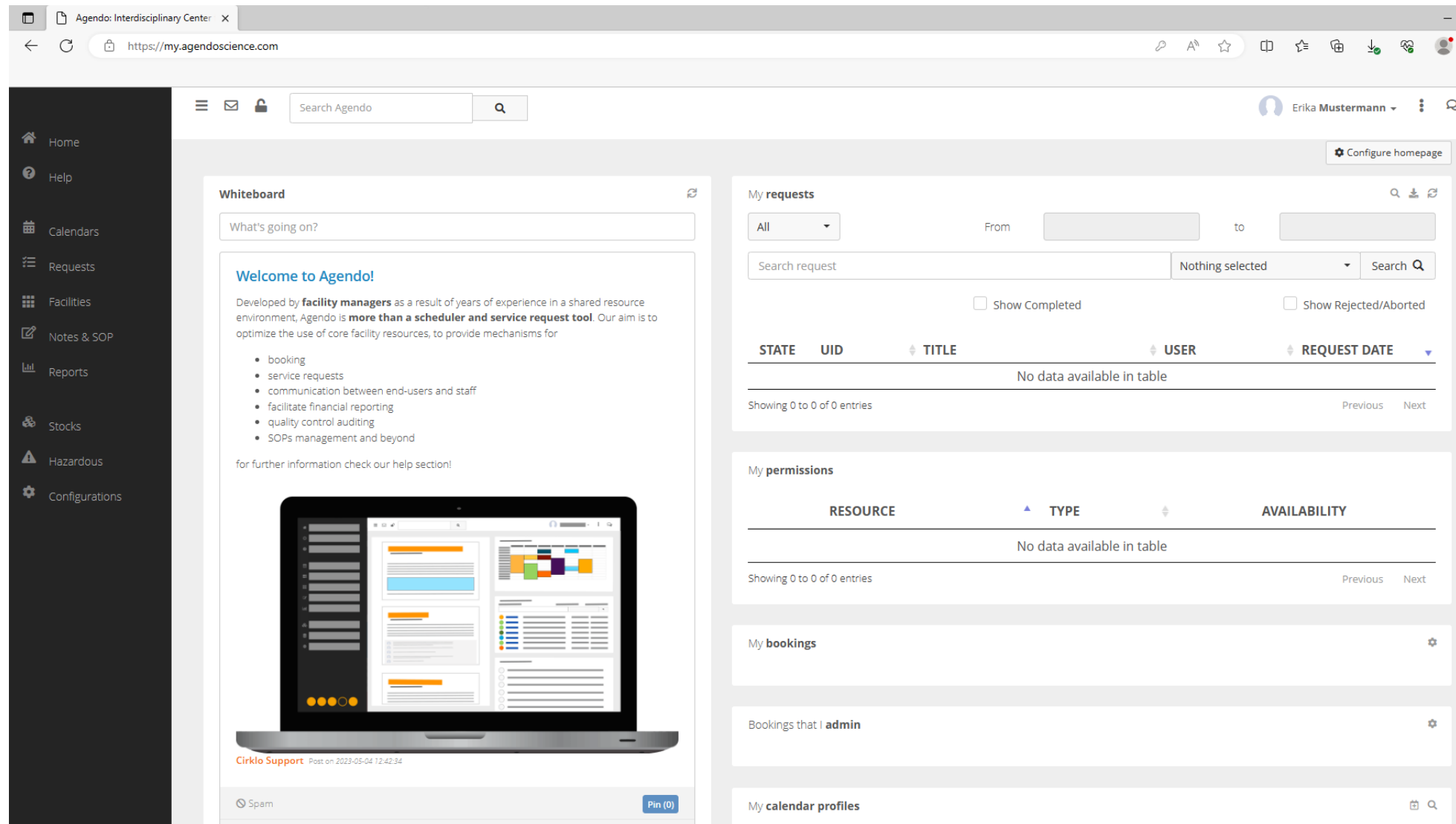
**Data Protection and Privacy Policy**  
You are the owner of any content uploaded by you to Agendo. This content may be shared with other Agendo users, at your choosing, if such option is available. You must not upload content that violates copyright agreements with third parties. All information provided 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. Another red arrow points from the left to a "Hide all tips" button in the top-left corner of the dialog.

Navigation buttons in the top-left of the dialog: "Hide all tips" (circled in red), "Previous", and "Next".

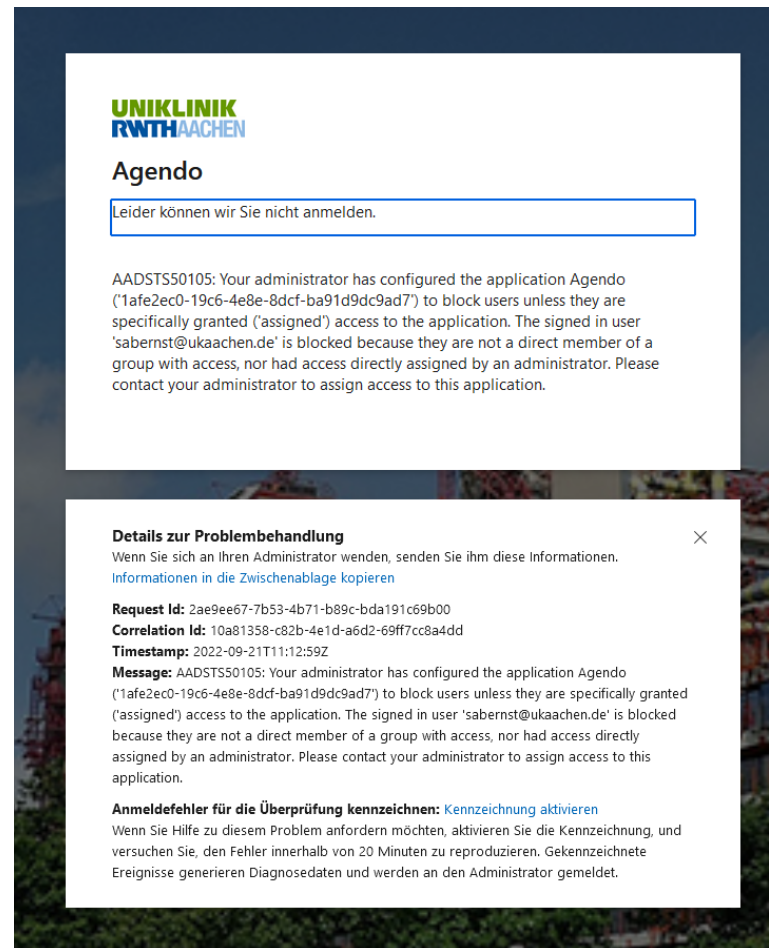
13. Accept Agendo's Terms of Service.

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



# Troubleshooting

Please contact us at [izkf@ukaachen.de](mailto:izkf@ukaachen.de), if you encounter the following error message or if your PI or your Institute is not included in the drop down lists of the registration form.



The screenshot shows a login page for 'UNIKLINIK RWTH AACHEN Agendo'. A red-bordered box contains the message 'Leider können wir Sie nicht anmelden.' Below this, a detailed error message in English explains that the user 'sabernst@ukaachen.de' is blocked because they are not a direct member of a group with access. A 'Details zur Problembehandlung' (Details for problem handling) section follows, providing technical information like Request ID, Correlation ID, and Timestamp. It also includes a link to copy information and instructions on how to activate a 'Kennzeichnung' (tag) to help with diagnosis.

**UNIKLINIK  
RWTH AACHEN**

**Agendo**

Leider können wir Sie nicht anmelden.

AADSTS50105: Your administrator has configured the application Agendo ('1afe2ec0-19c6-4e8e-8dcf-ba91d9dc9ad7') to block users unless they are specifically granted ('assigned') access to the application. The signed in user 'sabernst@ukaachen.de' is blocked because they are not a direct member of a group with access, nor had access directly assigned by an administrator. Please contact your administrator to assign access to this application.

**Details zur Problembehandlung** ✕

Wenn Sie sich an Ihren Administrator wenden, senden Sie ihm diese Informationen.  
[Informationen in die Zwischenablage kopieren](#)

**Request Id:** 2ae9ee67-7b53-4b71-b89c-bda191c69b00  
**Correlation Id:** 10a81358-c82b-4e1d-a6d2-69ff7cc8a4dd  
**Timestamp:** 2022-09-21T11:12:59Z  
**Message:** AADSTS50105: Your administrator has configured the application Agendo ('1afe2ec0-19c6-4e8e-8dcf-ba91d9dc9ad7') to block users unless they are specifically granted ('assigned') access to the application. The signed in user 'sabernst@ukaachen.de' is blocked because they are not a direct member of a group with access, nor had access directly assigned by an administrator. Please contact your administrator to assign access to this application.

**Anmeldefehler für die Überprüfung kennzeichnen:** [Kennzeichnung aktivieren](#)  
Wenn Sie Hilfe zu diesem Problem anfordern möchten, aktivieren Sie die Kennzeichnung, und versuchen Sie, den Fehler innerhalb von 20 Minuten zu reproduzieren. Gekennzeichnete Ereignisse generieren Diagnosedaten und werden an den Administrator gemeldet.