

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>**

IZKF Interdisziplinäres Zentrum für Klinische Forschung | RWTH AACHEN UNIVERSITY

Email

Password

Sign in

Sign in with IZKF credentials

[Register](#) • [Recover password](#)

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



Create a new account

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

*Required fields

*E-mail:

*First name:

*Last name:

Phone:

Phone extension:

*Institute:

- 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

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. 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:

*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.

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...

*Group

AG Musterfrau

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:

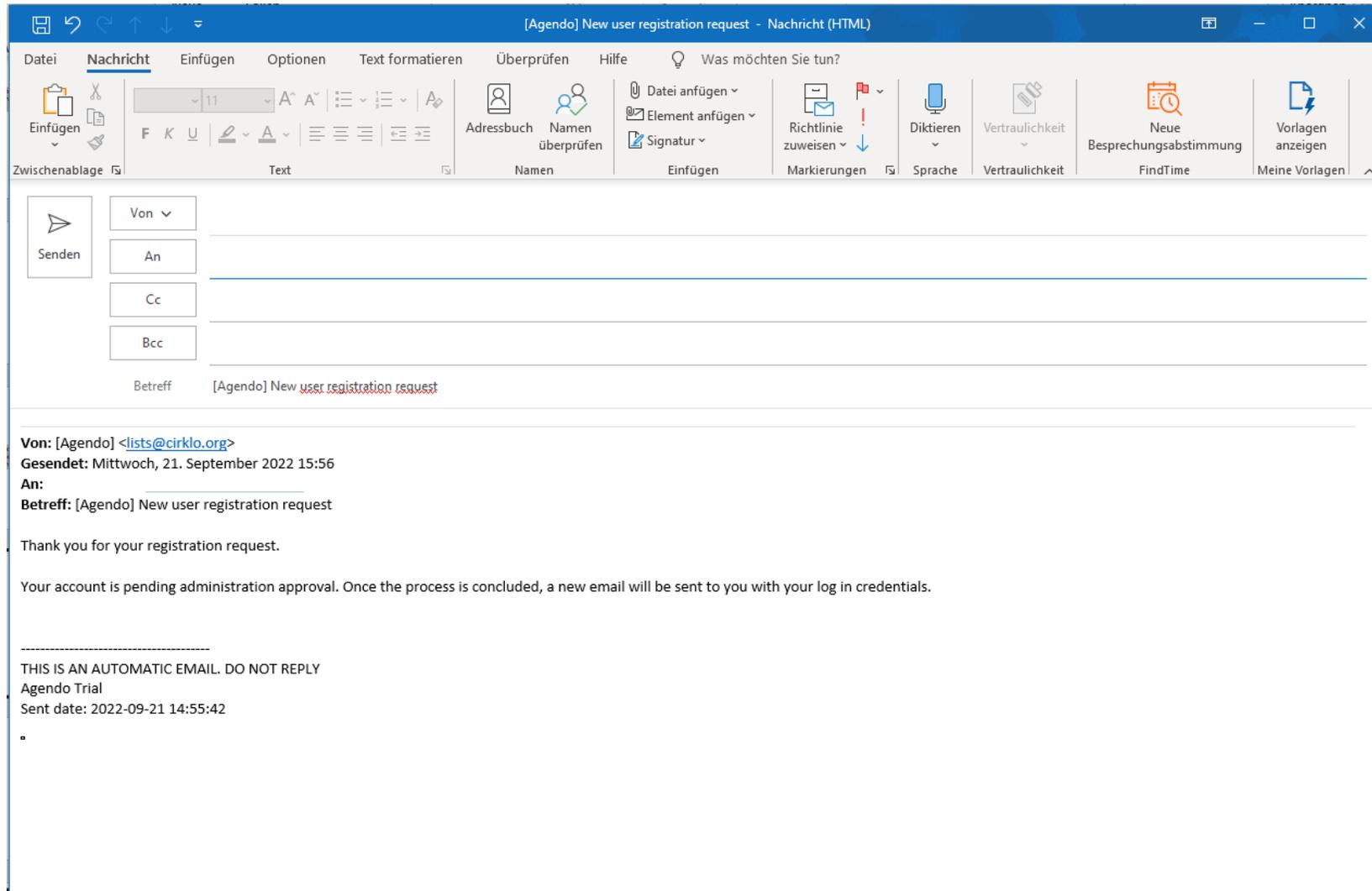
It will be sent to the manager along with your request

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

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

5. Read and agree with both Agendo's and IZKF's 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>

IZKF Interdisziplinäres Zentrum für Klinische Forschung | RWTH AACHEN UNIVERSITY

Email

Password

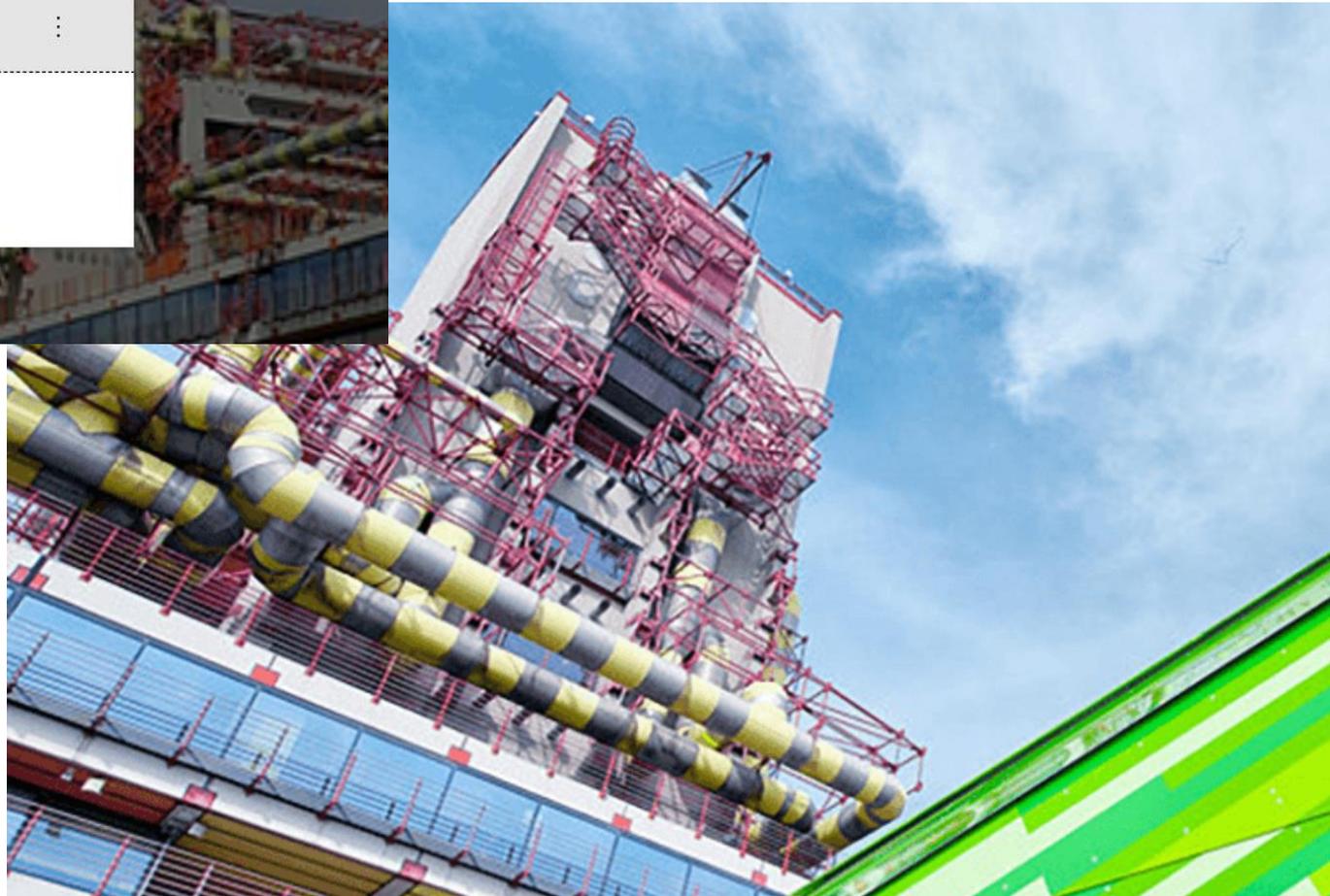
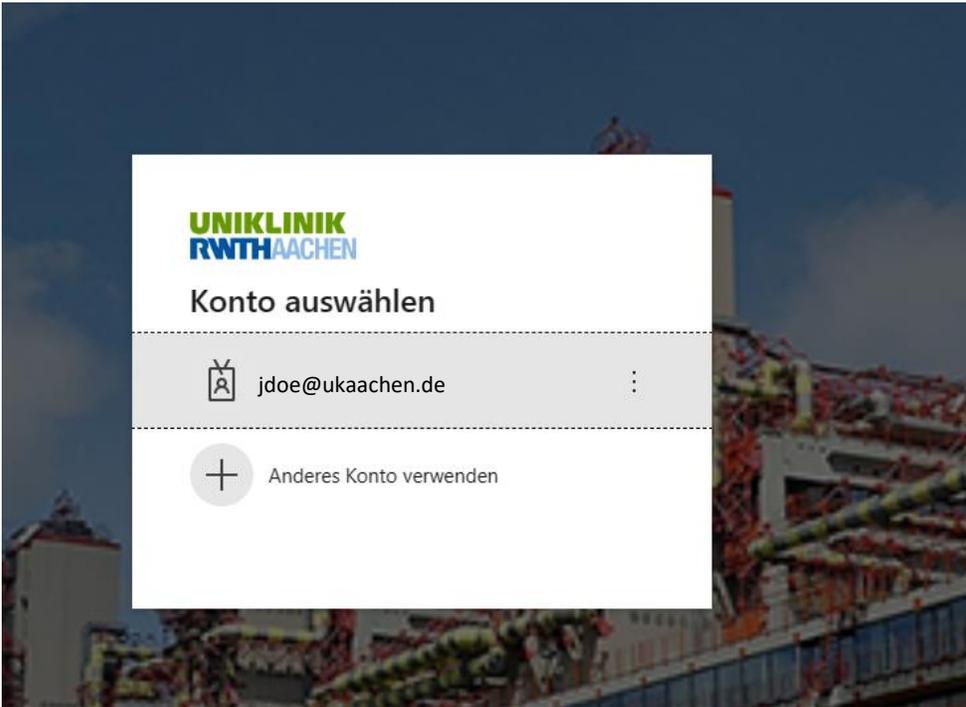
Sign in

Sign in with IZKF credentials

[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 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.

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. 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 to a "Hide all tips" button in the top-left corner of the dialog, which is also circled in red.

13. Accept Agendo's Terms of Service.

14. 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 the URL <https://my.agendoscience.com>. The user is logged in as Erika Mustermann.

Left Sidebar:

- Home
- Help
- Calendars
- Requests
- Facilities
- Notes & SOP
- Reports
- Stocks
- Hazardous
- Configurations

Whiteboard:

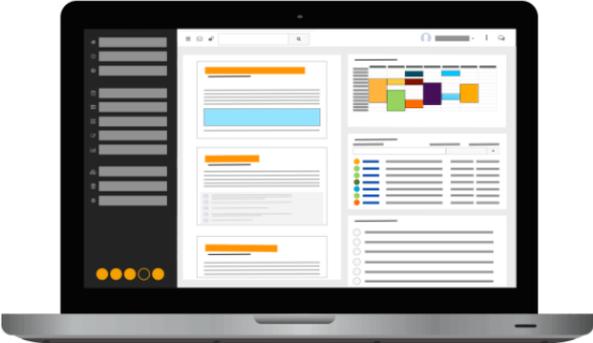
What's going on?

Welcome to Agendo!

Developed by **facility managers** as a result of years of experience in a shared resource environment, Agendo is **more than a scheduler and service request tool**. Our aim is to optimize the use of core facility resources, to provide mechanisms for

- booking
- service requests
- communication between end-users and staff
- facilitate financial reporting
- quality control auditing
- SOPs management and beyond

for further information check our help section!



Cirklø Support Post on 2023-05-04 12:42:34

Spam Pin (0)

My requests:

From [] to []

Search request [] Nothing selected [] Search []

Show Completed Show Rejected/Aborted

STATE	UID	TITLE	USER	REQUEST DATE
No data available in table				

Showing 0 to 0 of 0 entries Previous Next

My permissions:

RESOURCE	TYPE	AVAILABILITY
No data available in table		

Showing 0 to 0 of 0 entries Previous Next

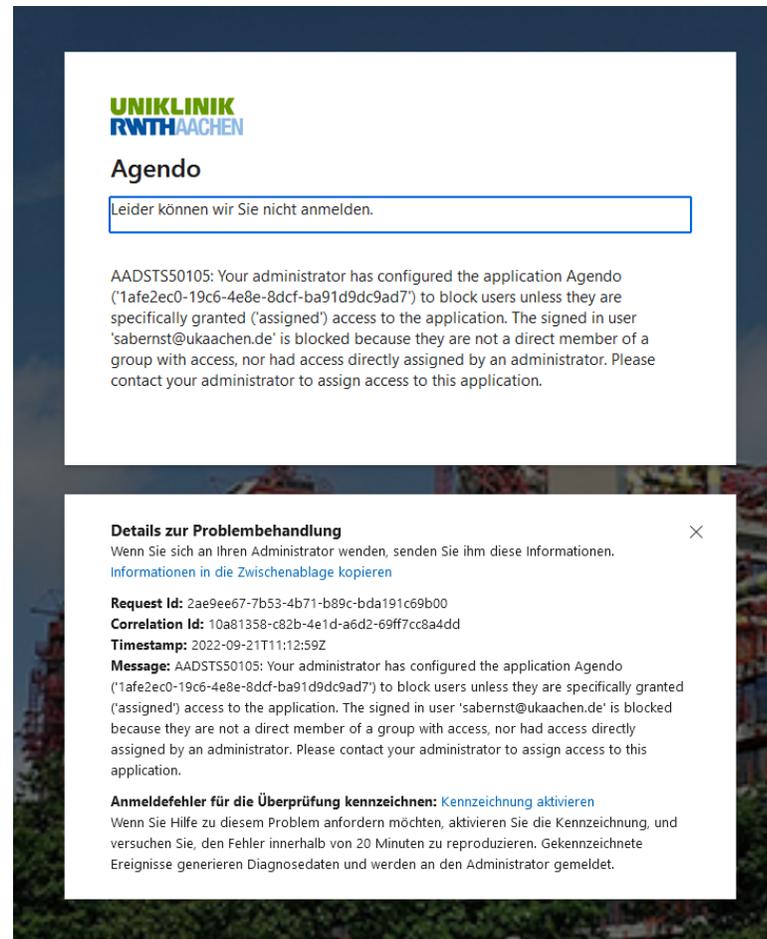
My bookings:

Bookings that I **admin**

My calendar profiles:

Troubleshooting

Please contact us at 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 image shows a screenshot of a web application interface. At the top left, there is a logo for 'UNIKLINIK RWTHAACHEN'. Below the logo, the word 'Agendo' is displayed. A blue-bordered box contains the text 'Leider können wir Sie nicht anmelden.' Below this, a detailed error message is shown: '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.'

Below the error message, a dialog box titled 'Details zur Problembehandlung' is open. It contains the following information:

- 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.