

Getting Started in Calpendo:

1. **Requesting a new Calpendo Account:** Each CBI Principal Investigator will have access to one account for the PI and another user approved for each funded study scanning at CBI. In order to start the process of getting a new Calpendo Account, you will need to complete the [Calpendo User Information form in REDCap](#). **Anytime you would like to add, change or remove a user, you will need to complete this REDCap form.**
2. **New User Registration in Calpendo:** Next, you will need to go to the [MUSC Calpendo website](#) and select "Register new user". The screenshot below shows the fields important to complete.

New User Registration

Registering as MUSC SSO/#####

Login Nick Name	Calpendo Username	
Given name	First Name	
Other name		
Family name	Last Name	
Email address	email@musc.edu	
User Type	Please select a User Type	▼

Once approved, you will be able to access Calpendo scheduling by clicking the "MUSC SSO" option at <https://musc.calpendo.com>

MUSC Calpendo

Version 9.0.67

Sign in using:

MUSC SSO

←

Click Here

Alternatively, sign in using:

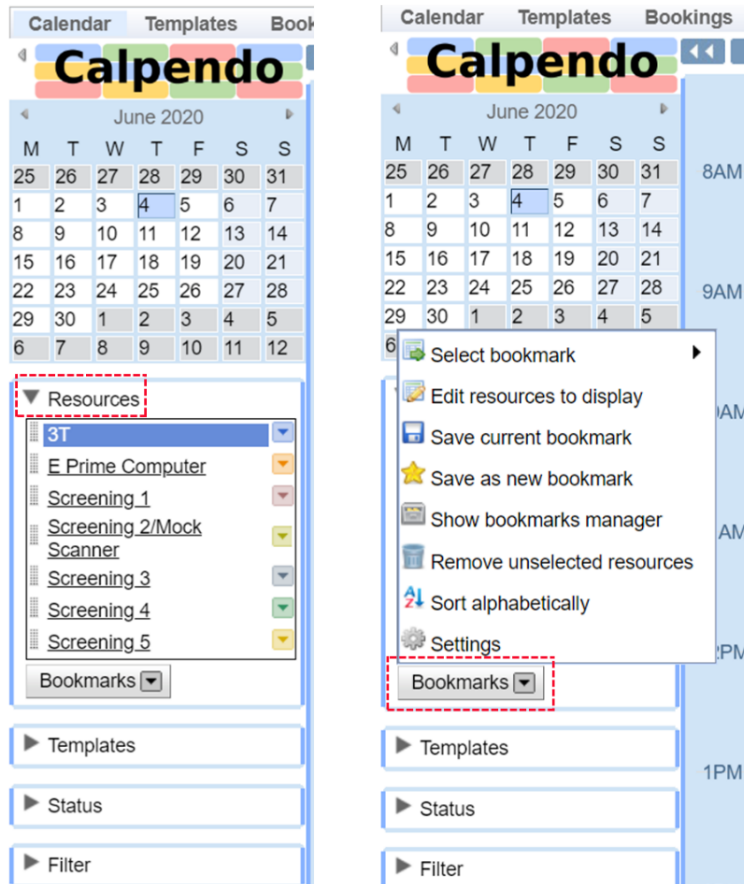
Username:

Password:

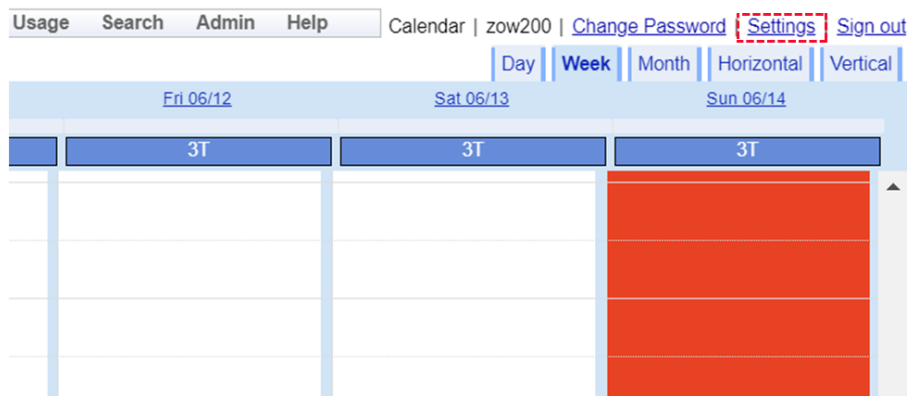
If you do not already have an account:

3. **Menu Bar:** On the main page, please see the top menu bar. The **bolded** tabs listed below are important for researchers.
 - **Calendar** – View scanner schedule
 - Templates
 - **Bookings** – View and search for project appointments
 - **Projects** – Create and view projects
 - **New Project Request** – Link to CBI New Project Request Form Redcap survey
 - **Download Screening** – MRI Screening Form PDF document, must be filled out for subjects prior to scan session
 - 3T Scheduling Policy
 - Covid-19 Mitigation Policy
 - Usage
 - Search
 - Admin
 - **Help** – FAQ section

4. **Displaying Resources on Calendar:** On the left-hand side, directly below the mini monthly calendar, you will see a few tabs with arrows (“Resources,” “Templates,” “Status,” and “Filter”). Click on **“Resources.”** Depending on what resources are being used for your project, you should see a list including: ***3T, E Prime Computer, Screening 1, Screening 2/Mock, Screening 3, Screening 4, Screening 5.** To view the resource(s) on the calendar, simply click on the resource. The resource will then be highlighted and displayed on the calendar.
 - *If you do not see these options under resources, select **“Bookmarks”** directly under the resources tab. Under bookmarks, select **“Edit resources to display,”** and then select **3T, E Prime Computer, Screening 1, Screening 2/Mock, Screening 3, Screening 4, Screening 5, Screening 6,** which will then be highlighted in purple. It should automatically show up under resources, but if not, try logging out and back in again.



5. **Customizing Calpendo:** Calpendo is very customizable. To change any display preferences or settings, go to the top right-hand corner and select **“Settings.”** There, you can change the default number of hours, days or color of the tiles displayed.
- **Default Calendar View:** If you would like to change the default calendar on the home page, you can select **“Day,” “Week,” “Month,” “Horizontal” or “Vertical,”** located directly under **“Settings.”**



6. **Booking Scan Time and Rooms:** To schedule a scan or book a room, simply click on an open time slot on the calendar. A new booking box will pop up. You will need to indicate the **resource, billing type, project, owner, date and time, subjectID, screening form, sex and age**. It is not mandatory to include a description or reminder email. The reminder emails are on by default, but you may turn them off. If desired, you can type comments in the description, which is usually for special instructions (ex: a subject needs help getting in and out of scanner or special set up instructions)
- Please note: No study can select "repeat."

The screenshot shows a 'New Booking' dialog box with the following fields and values:

- Resource: 3T
- Type: Billable
- Project: Jensen_Dev (Jens Jensen Develop)
- Owner: Jense (Jens Jensen)
- From: Jun 02 2020 2:00PM
- To: Jun 02 2020 3:00PM
- All day:
- Reminder: Send reminder email
- Notice Period: 1 days
- Send reminders to:
 - Booker
 - Booking owner
 - Project owner
 - Project users
- Repeat: No repeat
- Status: Best possible
- Description: (Empty text area)
- SubjectID: (Empty text field)
- Screening Form: Choose File
- Visit: One
- Sex: Please Choose
- Age: Age Unspecified
- Buttons: Create Booking, Cancel

7. **Scheduling and Cancellation Policies:** Once a session is scheduled, it cannot be moved. Please review our scheduling and cancellation policies on our website [here](#). If you have further questions, please email cbi@muscc.edu.