

How to use the instrument kiosk for an existing reservation

1. Navigate to the Kiosk Interface URL:
https://colostate.ilab.agilent.com/service_centers/4375/equipment_kiosk/dashboard
2. Log into the Kiosk interface using the same credentials you use to log into the main iLab site for the core.
3. Once logged in, you will see a list of your pre scheduled reservations in “My kiosk sessions” (If you have multiple sessions, there is a search box to help guide you to the correct one you wish to start).
4. Find your session, to the right you should see a green “start” button. Once you click start, you will see the details of your reservation as well as a timer in the upper right hand corner.
5. To navigate back to your list of sessions, click in the drop down menu where you see your name. Click my reservations.
6. You may log out while your session is in process. To log out, click the upper right hand side menu and select Log out. On the log out screen, you will see your list of Active sessions.
7. When done don't forget to *end your session* (see below).

How to use the instrument kiosk for walk-up use (i.e. no existing reservation)

1. Navigate to the Kiosk Interface URL:
https://colostate.ilab.agilent.com/service_centers/4375/equipment_kiosk/dashboard
2. Log into the Kiosk interface using the same credentials you use to log into the main iLab site for the core.
3. Select the instrument on the left hand menu on which you would like to use.
4. A calendar for the availability will appear, click “Create Session” to begin, select the desired duration, and click “Create Session” again.

5. A new window will appear with the details for that reservation. You may be required to enter in your payment information and the equipment use type.
6. Once all required information is filled out, click the start button to begin your session. Once you click start, you will see a timer in the upper right hand corner.
7. To navigate back to your list of sessions, click in the drop down menu where you see your name. Click my reservations.
8. You may log out while your session is in process. To log out, click the upper right hand side menu and select Log out. On the log out screen, you will see your list of Active sessions.

How to end your session

1. Navigate to the Kiosk Interface URL:
https://colostate.ilab.agilent.com/service_centers/4375/equipment_kiosk/dashboard
2. Log into the Kiosk interface using the same credentials you use to log into the main iLab site for the core.
3. Find your current reservation in the list under “My kiosk sessions” and click the blue Finish button.
4. A pop up box will appear, asking you to confirm your action. Click “Finish session” again. Your time on the instrument has been logged.