

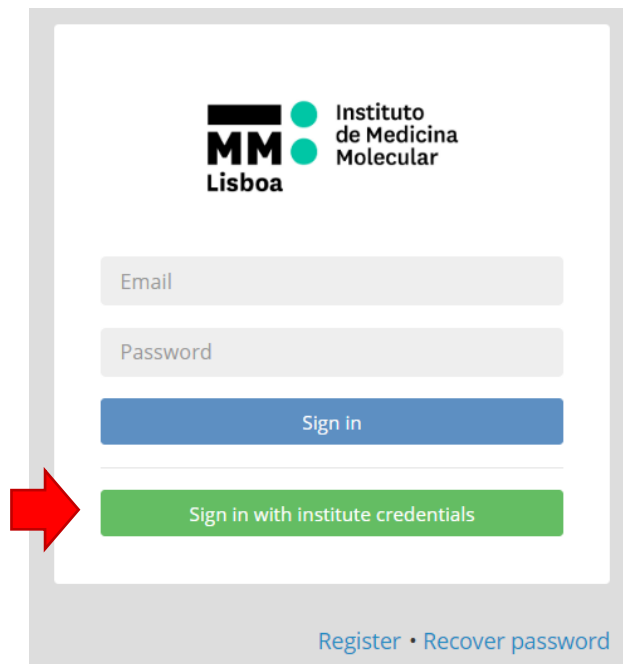
## How to Register in Agendo (for iMMers)

### Step by step Instructions

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#### Part 1: Registration with iMM credentials

1. Go to [imm.agendoscience.com](http://imm.agendoscience.com)
2. Select “Sign in with institute credentials”



MM Instituto de Medicina Molecular Lisboa

Email

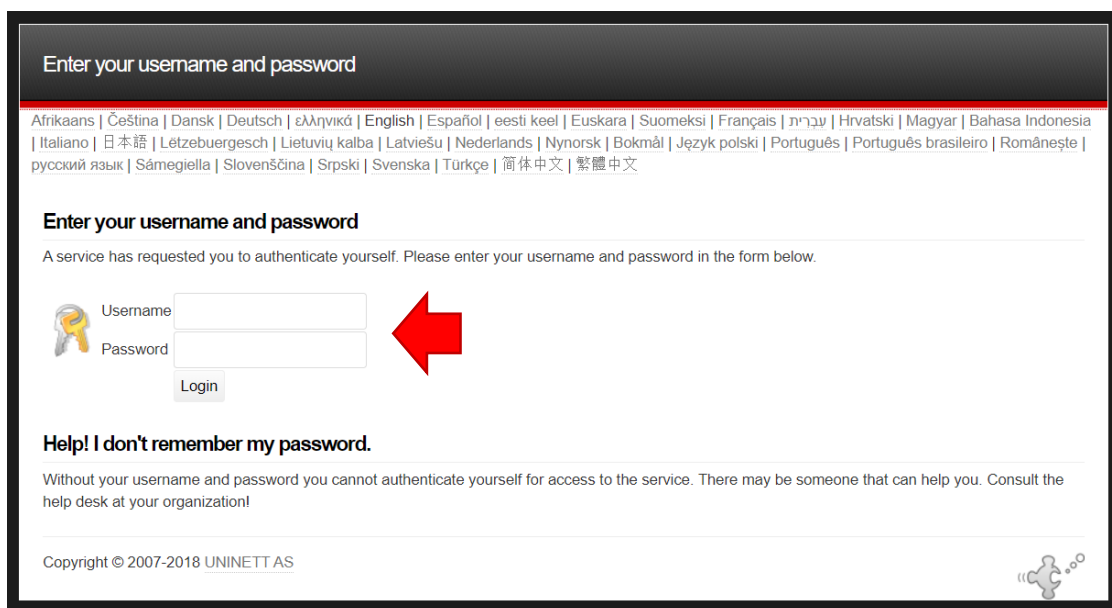
Password

Sign in

Sign in with institute credentials

[Register](#) • [Recover password](#)

3. Enter your username (without @medicina.ulisboa.pt) and FMUL password



Enter your username and password

Afrikaans | Čeština | Dansk | Deutsch | ελληνικά | English | Español | eesti keel | Euskara | Suomi | Français | עברית | Hrvatski | Magyar | Bahasa Indonesia | Italiano | 日本語 | Lëtzebuergesch | Lietuvių kalba | Latviešu | Nederlands | Nynorsk | Bokmål | Język polski | Português | Português brasileiro | Românește | русский язык | Sámegiella | Slovenščina | Srpski | Svenska | Türkçe | 简体中文 | 繁體中文

Enter your username and password

A service has requested you to authenticate yourself. Please enter your username and password in the form below.

Username

Password

Login

Help! I don't remember my password.

Without your username and password you cannot authenticate yourself for access to the service. There may be someone that can help you. Consult the help desk at your organization!

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4. Add your personal details. Please use your institutional email (@medicina.ulisboa.pt) and include also your IMM **Phone extension!**

## Create a new account

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

\*Required fields

\*E-mail:

E-mail

\*First name:

First name

\*Last name:

Last name

Mobile:

Mobile

Phone:

Phone

Phone extension:

Phone extension

5. Select “iMM JLA” and your Group (lab). If your lab is not in the list, select “Other” and fill in the details for your lab (the group responsible is your group leader).

\*Institute:

iMM JLA

\*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

6. (**OPTIONAL**) Select the “Resources” (calendars) and “Products” (requests) you want to request access to. Leave “Facilities” blank.

7. Tick the option “I agree with Agendo’s Terms of Use” and click on Submit.

**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**

Submit

Back

8. You will receive an email with the following request:

Welcome to Agendo!

You were assigned a temporary password that will expire in 7 days.

Password: **\*\*\*\*\*** (temporary)

Please go to the following link to create your password and complete your registration: (...)

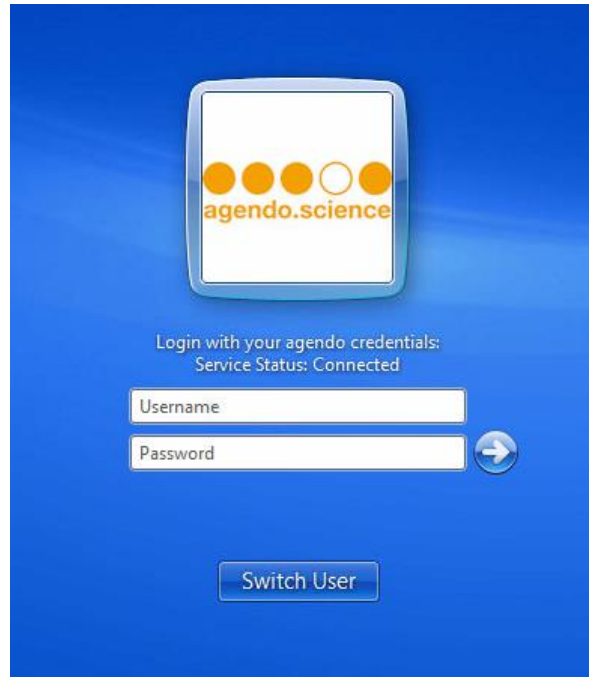
➔ The **temporary password** can be used to create an **Agendo account** (Part 2).

## Step by step Instructions

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### Part 2: Creating and Agendo account

➔ You must use an **Agendo account** to login to Windows computers with **real-time usage tracking** enabled.

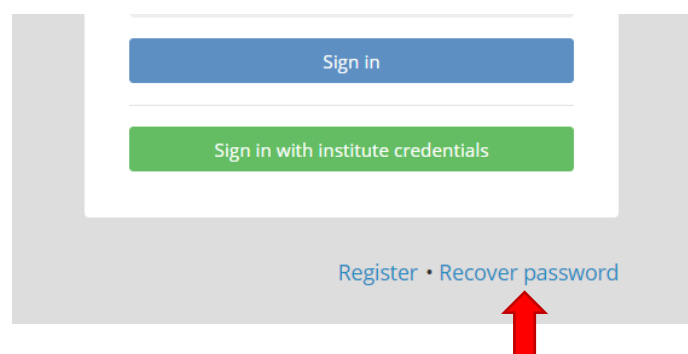


*Agendo login in Windows with real-time usage tracking*

9. If you have registered in Agendo with your institutional credentials and received a temporary password, go to **Step 15**

10. If you do not have a temporary password, go to **imm.agendoscience.com**

11. Click on “Recover password”



12. Enter your institutional email (@medicina.ulisboa.pt) and click on “Reset”

## Recover password

Enter your email address below

Back

Reset

13. If you receive an Alert with “Invalid email address”, please go to **Step 18**.

Alert: Invalid email address

14. If your institutional email was already registered in Agendo, you will receive an email with a new **temporary password**.

Your password was reset.

You were assigned a temporary password that will expire in 24 hours.

Username: [you@medicina.ulisboa.pt](mailto:you@medicina.ulisboa.pt)

Password: \*\*\*\*\* (temporary)

15. Go to [imm.agendoscience.com](http://imm.agendoscience.com)

16. Sign in with your Email (@medicina.ulisboa.pt) and **temporary password**.



The image shows a sign-in form for the Instituto de Medicina Molecular (IMM) in Lisbon. At the top, the logo consists of the letters 'MM' in a bold, black font, with 'Lisboa' underneath. To the right of the logo is the text 'Instituto de Medicina Molecular'. Below the logo and text, there are three input fields: 'Email', 'Password', and a blue 'Sign in' button. A red dashed border highlights the 'Email', 'Password', and 'Sign in' fields.

17. Use the **temporary password** on “Current password”, create and confirm a “New password”. Click on “Update password” when done. Go to **Step 22**.

Validate your account by entering the current password in the field below.

Current password

Please enter a new password in the fields below.

New password

Confirm new password

**Password rules:**

Minimum of 8 characters

Contain at least 1 number

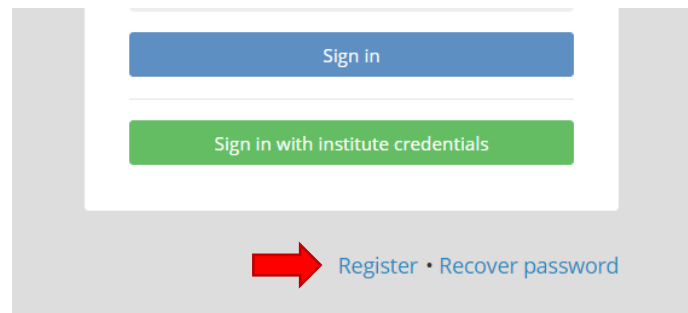
Contain at least 1 lower case letter

Contain at least 1 upper case letter

Cannot be the same as one of your three previous passwords

[Update password](#)

18. If your institutional email was not registered in Agendo, you need to Register as a new user. Go to [imm.agendoscience.com](http://imm.agendoscience.com) and press “Register”



19. Add your personal details. Please use your institutional email (@medicina.ulisboa.pt) and include also your IMM **Phone extension!**

### Create a new account

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

\*Required fields

\*E-mail:

E-mail

\*First name:

First name

\*Last name:

Last name

Phone:

Phone extension:

Phone extension

20. Select “iMM JLA” and your Group (lab). If your lab is not in the list, select “Other” and fill in the details for your lab (the group responsible is your group leader).

\*Institute:

\*Group:

Other group

I am the group responsible.

\*Group responsible email

\*Group responsible first name

\*Group responsible last name

21. You do not need to Request Access to “Resources”, “Products” or “Facilities”. Tick the option “I agree with Agendo’s Terms of Use” and click on Submit.

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

22. You now have an **Agendo account** that you can use to

to Agendo and to Windows computers with real-time usage tracking.

