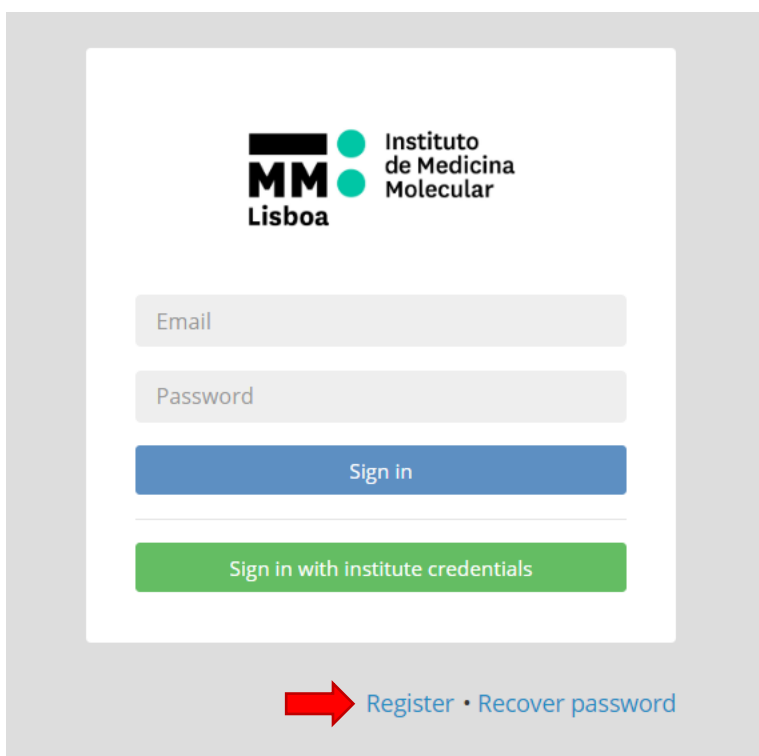


How to Register in Agendo (for external users)

Step by step Instructions

1. Go to imm.agendoscience.com
2. Select “Register”




MM Instituto de Medicina Molecular
Lisboa

Email

Password

Sign in

Sign in with institute credentials

 [Register](#) • [Recover password](#)

3. Add your personal details. Please use your institutional email.

Create a new account

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

*Required fields

*E-mail:

*First name:

*Last name:

Mobile:

Phone:

Phone extension:

4. Select your Institute and your Group (lab). If your Institute is not in the list, select "Other" and fill in the details for your Institute (the institute contact is the Institute Director). 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 institute

Other group

Are you the institute contact?

Are you the group responsible?

*Email

*Group responsible email

*First name

*Group responsible first name

*Last name

*Group responsible last name

5. Select the resources (calendars) you are requesting access to. Please select only equipment you have been trained on and already have access to in the old IMM booking system. Leave “Products” (requests) and “Facilities” blank, for now they are not needed. 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

6. 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: (...)

Please follow the link to create your password for Agendo and complete your registration. You can now sign in using your email and password.

The image shows a login interface for the Instituto de Medicina Molecular (IMM) Lisboa. At the top left is the logo, which consists of the letters 'MM' in a bold, black font with a horizontal bar above them, and the word 'Lisboa' below. To the right of the logo are two teal circles and the text 'Instituto de Medicina Molecular'. Below the logo and text is a red dashed rectangular box containing three elements: a light gray input field labeled 'Email', another light gray input field labeled 'Password', and a blue button labeled 'Sign in'. Below this dashed box is a green button labeled 'Sign in with institute credentials'. At the bottom right of the page, there are two blue links: 'Register' and 'Recover password'.