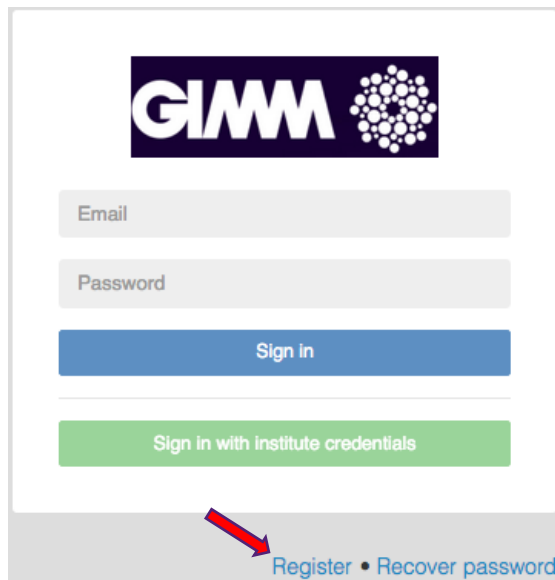


How to Register in GIMM Agendo

Step by step instructions

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



3. Add your personal details. Please use your institutional email (GIMM users: @medicina.ulisboa.pt/@igc.gulbenkian.pt) and include also your iMM /IGC 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

*Institute:

Choose an option

*Group

Choose an option

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:	<input type="text" value="Other"/>	*Group	<input type="text" value="Other"/>
Other institute	<input type="text" value="Institute's name"/>	Other group	<input type="text" value="Group's name"/>
*Address	<input type="text" value="Institute's address"/>	<input type="checkbox"/> I am the group responsible.	
*Postal code	<input type="text" value="Institute's postal code"/>	*Group responsible email	<input type="text" value="Group's email"/>
*Country	<input type="text" value="Institute's country"/>	*Group responsible first name	<input type="text" value="Group's first name"/>
*VAT	<input type="text" value="Institute's VAT"/>	*Group responsible last name	<input type="text" value="Group's last name"/>
<input type="checkbox"/> I am the institute contact.			
*Email	<input type="text" value="Contact's email"/>		
*First name	<input type="text" value="Contact's first name"/>		
*Last name	<input type="text" value="Contact's last name"/>		

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

6. 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](#)

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

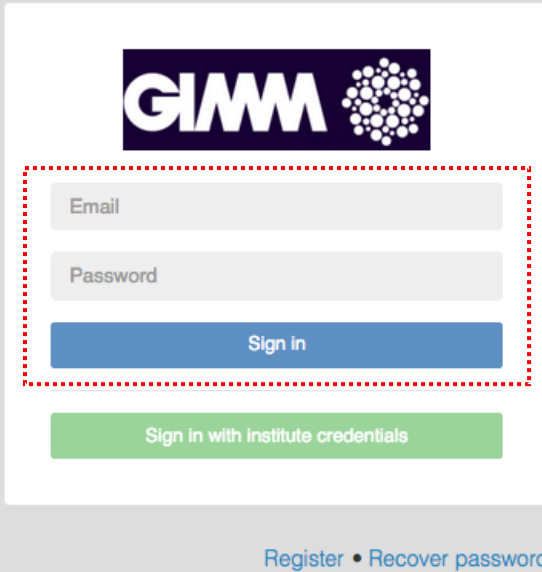
Welcome to Agendo!

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: (...)

8. Please follow the link to create your password for Agendo and complete your registration.

9. You can now sign in using your email and password.



The image shows a login form for GIMM. At the top is the GIMM logo, which consists of the letters 'GIMM' in a bold, white, sans-serif font on a dark blue rectangular background, followed by a circular icon made of white dots. Below the logo are two input fields: 'Email' and 'Password', both with light gray backgrounds and rounded corners. A blue button labeled 'Sign In' is positioned below the password field. A red dashed rectangular box highlights the 'Email', 'Password', and 'Sign In' elements. Below the 'Sign In' button is a green button labeled 'Sign in with institute credentials'. At the bottom right of the form, there are two links: 'Register' and 'Recover password', both in blue text.

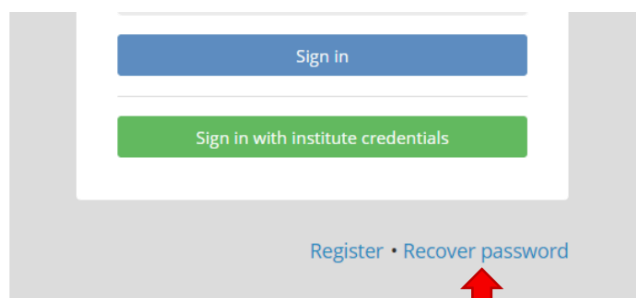
10. You have now an Agendo account that you can use to sign in to Agendo and to Windows computers with real-time usage tracking.



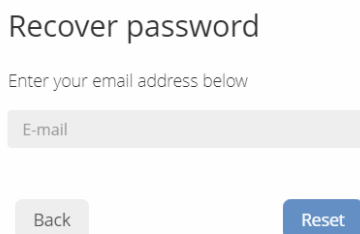
The image shows the Agendo science login screen. It has a blue background with a white rounded rectangle in the center containing the Agendo science logo, which consists of five orange circles of varying sizes above the text 'agendo.science'. Below the logo, the text 'Login with your agendo credentials:' and 'Service Status: Connected' is displayed. There are two input fields: 'Username' and 'Password', both with white backgrounds and rounded corners. A blue button with a white right-pointing arrow is located to the right of the password field. At the bottom center, there is a blue button labeled 'Switch User'.

If you have problems signing in with your Agendo account:

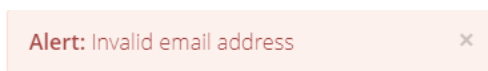
11. Enter your institutional email and click on “Recover Password”.



12. Enter your institutional email (GIMM users: @medicina.ulisboa.pt / igc.gulbenkian.pt) and click on “Reset”.

A screenshot of the 'Recover password' form. The title is 'Recover password'. Below the title, it says 'Enter your email address below'. There is a text input field labeled 'E-mail'. At the bottom of the form, there are two buttons: a grey 'Back' button and a blue 'Reset' button.

13. If you receive an Alert with “Invalid email address”, please go to Step 2.



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

Your password was reset.

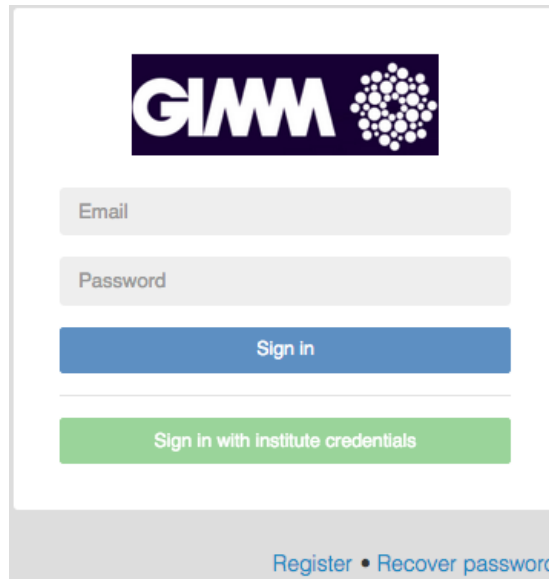
You were assigned a temporary password that will expire in 24 hours.

Username: you@medicina.ulisboa.pt

Password: ***** (temporary)

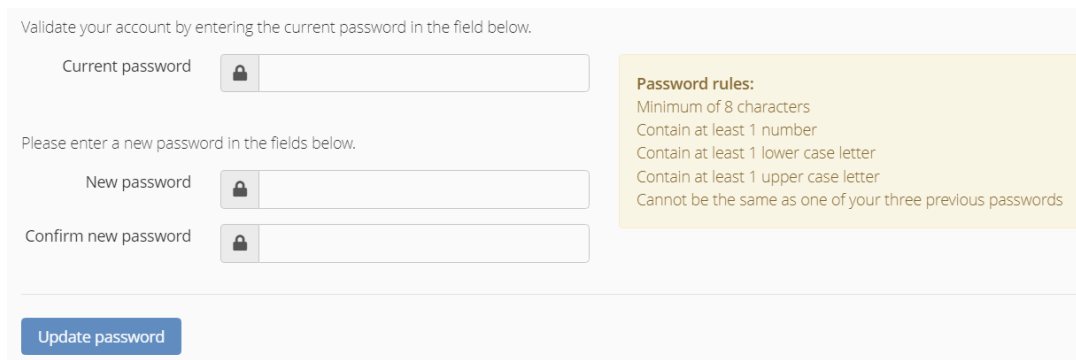
15. Go to gimm.agendoscience.com

16. Sign in with your institutional email (GIMM users: @medicina.ulisboa.pt/ @igc.gulbenkian.pt) and temporary password.



The image shows a login form for GIMM. At the top is the GIMM logo, which consists of the letters 'GIMM' in a bold, white font on a dark blue background, followed by a circular pattern of white dots. Below the logo are two input fields: 'Email' and 'Password'. Underneath these fields is a blue button labeled 'Sign in'. Below the 'Sign in' button is a green button labeled 'Sign in with institute credentials'. At the bottom of the form, there are two links: 'Register' and 'Recover password'.

17. Use the **temporary password** on “Current Password”, create and confirm a “new password”. Click on “Update password” when done.



The image shows a form for updating a password. At the top, it says 'Validate your account by entering the current password in the field below.' Below this is a 'Current password' field with a lock icon. Below that, it says 'Please enter a new password in the fields below.' There are two fields: 'New password' and 'Confirm new password', both with lock icons. To the right of these fields is a yellow box with the following text: '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'. At the bottom of the form is a blue button labeled 'Update password'.

18. You have now an Agendo account that you can use to sign in to Agendo and to Windows computers with real-time usage tracking.



The image shows the Agendo login screen. At the top is the Agendo logo, which consists of five orange circles of varying sizes above the text 'agendo.science'. Below the logo, it says 'Login with your agendo credentials: Service Status: Connected'. There are two input fields: 'Username' and 'Password'. Below the 'Password' field is a blue button with a right-pointing arrow. At the bottom of the screen is a blue button labeled 'Switch User'.