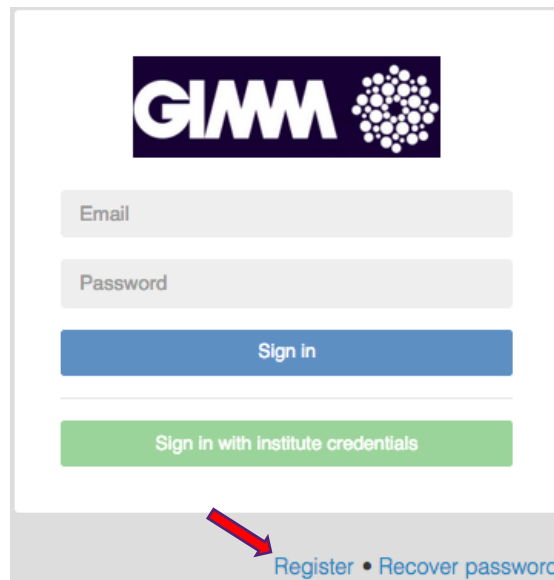


How to Register in GIMM Agendo

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: @gimm.pt) and include also your GIMM Phone extension!

Create a new account

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

*Required fields

*E-mail:

*First name:

*Last name:

Phone:

Phone extension:

*Institute:

*Group

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](#)

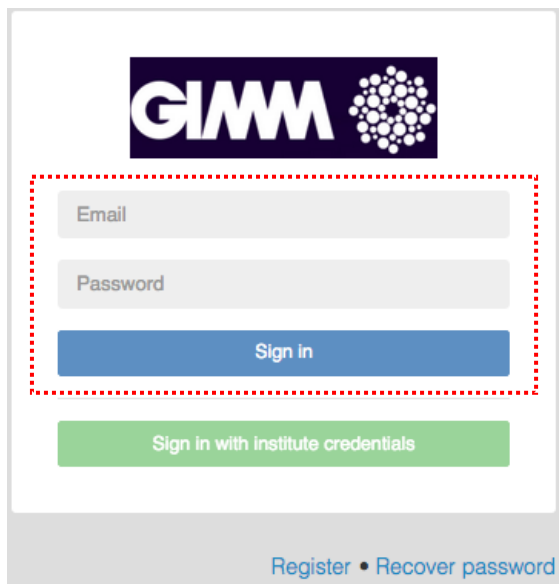
7. You will receive an email with the following request:

Welcome to Agendo!

You were assigned a temporary password that will expire in 7 days.
Password: ***** (temporary)

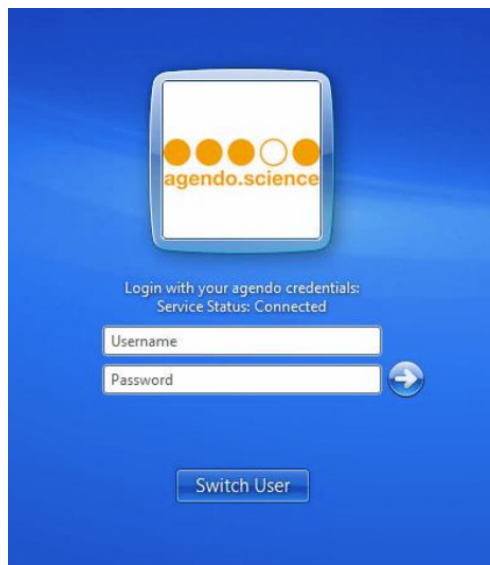
Please go to the following link to create your password and complete your registration: (...)

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 background, followed by a cluster of white dots. Below the logo are two input fields: 'Email' and 'Password', both with light gray borders and placeholder text. A blue button labeled 'Sign in' is positioned below the password field. A green button labeled 'Sign in with institute credentials' is located below the 'Sign in' button. At the bottom right of the form, there are two links: 'Register' and 'Recover password', both in blue text. A red dotted rectangle highlights the 'Email', 'Password', and 'Sign in' fields.

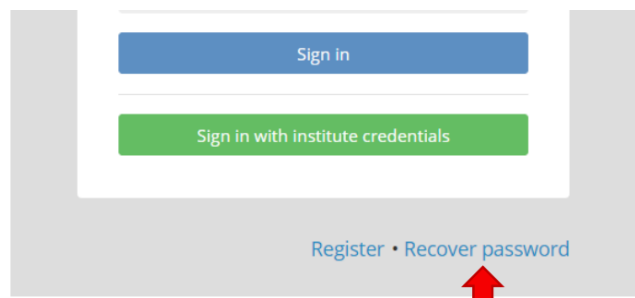
10. You have now an Agendo account that you can use to sign in to Agendo and to Windows computers with real-time usage tracking.



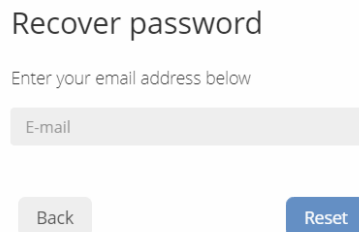
The image shows the Agendo science login screen. It has a blue background with a white login box in the center. The login box contains the Agendo science logo, which is a white rounded rectangle with five orange circles above the text 'agendo.science'. Below the logo, it says 'Login with your agendo credentials:' and 'Service Status: Connected'. There are two input fields: 'Username' and 'Password', both with white borders. A blue arrow button is to the right of the password field. At the bottom of the login box is a blue button labeled 'Switch User'.

If you have problems signing in with your Agendo account:

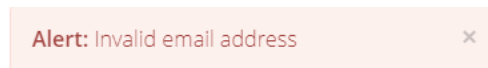
11. Enter your institutional email and click on “Recover Password”.



12. Enter your institutional email (GIMM users: @gimm.pt) and click on “Reset”.

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

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.

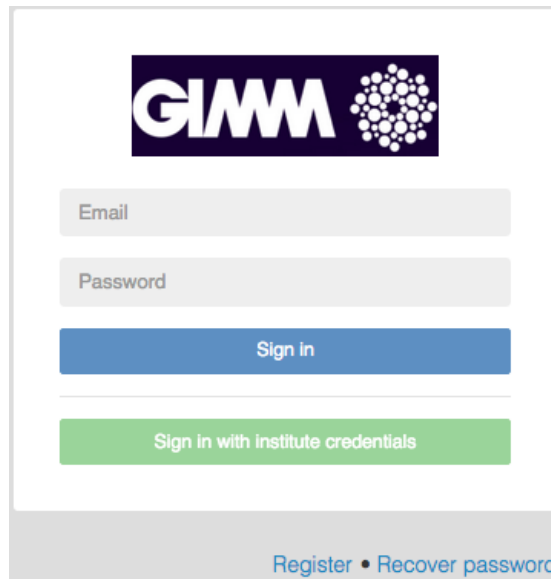
Your password was reset.

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

Username: [you@gimm.pt](#)

Password: ***** (temporary)

15. Go to gimm.agendoscience.com
16. Sign in with your institutional email (GIMM users: @gimm.pt) and temporary password.



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

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

