

USE THE ONLINE BOOKING SYSTEM

- 1- Get a login and a temporary password from cian@mcgill.ca
- 2- Change the temporary password during your first login session
 - 2.1- go to http://www.lifescience.mcgill.ca/MULSC_portal/login.php
 - 2.2- click <CIAN Login Page>
 - 2.3- type your login and password
 - 2.4- in the <Session> folder click on <Change password>
 - 2.5- enter OLD password
 - 2.6- enter NEW password
 - 2.7- confirm NEW password
 - 2.8- click <Change password>
 - 2.9- in the <Session> folder click on <Logout>
- 3- Now you are ready to use the system
 - 3.1- go to http://www.lifescience.mcgill.ca/MULSC_portal/login.php
 - 3.2- click <CIAN Login Page>
 - 3.3- type your login and password
 - 3.4- in the <Group> folder, click on the type of instrument you want to use
 - 3.5- in the <Instruments> folder, click on the instrument you need to book
 - 3.6- navigate on the calendar to find the day you want to book
 - 3.7- click on the starting time for the slot you want to book
 - 3.8- a window opens with details for the booking: confirm date, starting time, duration and instrument
 - 3.9- click <Save> (this closes the window)
 - 3.10- you now visualize the calendar for the selected instrument and see your reservation
 - 3.11- IMPORTANT: remember to LOGOUT

Congratulations, you've successfully booked a session!

You have permission to edit or delete YOUR entries (as long as this does not conflict with another booked session).

You can book up to 4 hours in a row, 3 times a weeks. Should you have special needs for booking or need any help, please contact CIAN (cian@mcgill.ca) or Guillaume Lesage at 514-398-5414.