

## Creating an account for Idea Elan and getting access

First you need to access the Idea Elan website via the link below:  
<https://secure9.ideaelan.com/STFC/Secured/User/Calendar.aspx>

This link will take you to the page shown below, here you will be asked to register by entering your details.

### Step 1-Creating a login

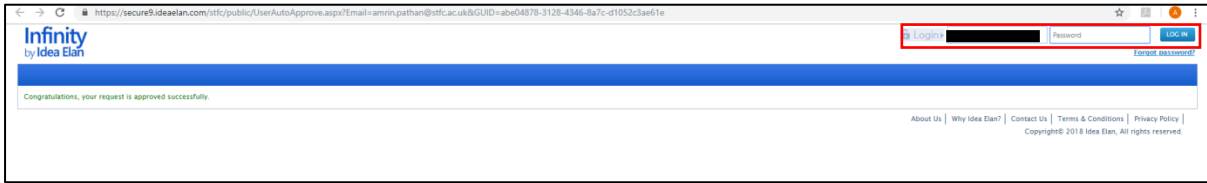
The screenshot shows the registration page for Idea Elan. On the left, there is a logo for 'Infinity by Idea Elan' and a welcome message: 'Welcome to ISIS Support Laboratories'. On the right, there is a registration form titled 'Get started - Register here for free'. The form includes fields for 'First Name', 'Last Name', 'Email (login ID)', 'Password (8-13 characters)', and 'Confirm Password'. A 'Join Now' button is highlighted with a red box. Below the form, a yellow alert box states: 'Registered successfully!! Click the verification link in the email sent to confirm your registration.' An arrow points from the 'Join Now' button to the alert box.

After you have filled in your details click the 'Join now' button and the alert should pop up. You now need to check your emails; this could take a few minutes so please **wait** as this can take up to 10 minutes!

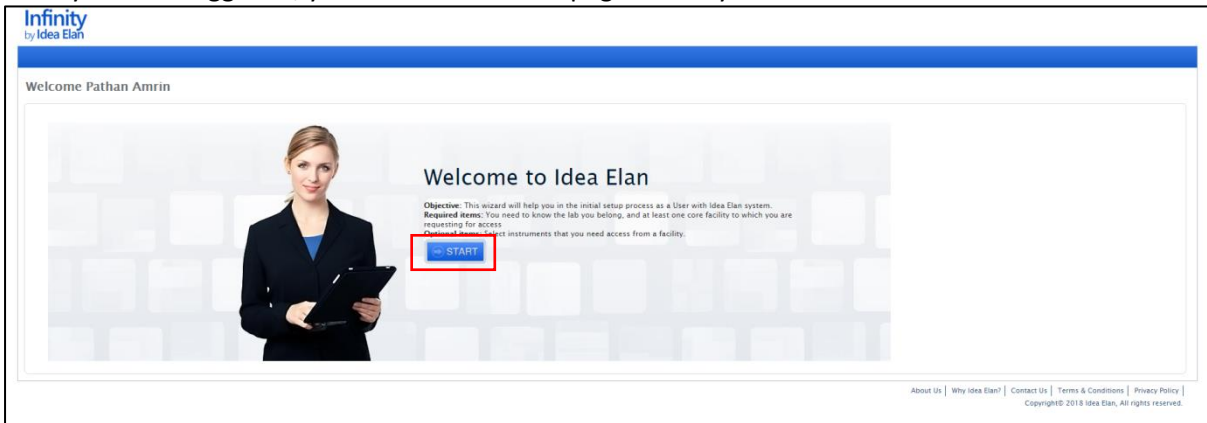
You should receive an email similar to this. You need to follow the 'click here' link.

The screenshot shows an email confirmation message from Idea Elan. The email is dated 14-Nov-2018 and states: 'Your registration is completed successfully, Click on below link to finish the approval process.' A 'Click here' link is highlighted with a red box. Below the link, a red box contains the text: 'Please do not reply to this email. Replies to this message are routed to an unmonitored mailbox. If you have questions please contact your facility admin.'

It will take you to the page below, where you can now log in in the top right corner.



Once you have logged in, you are at a welcome page where you need to click 'START'.

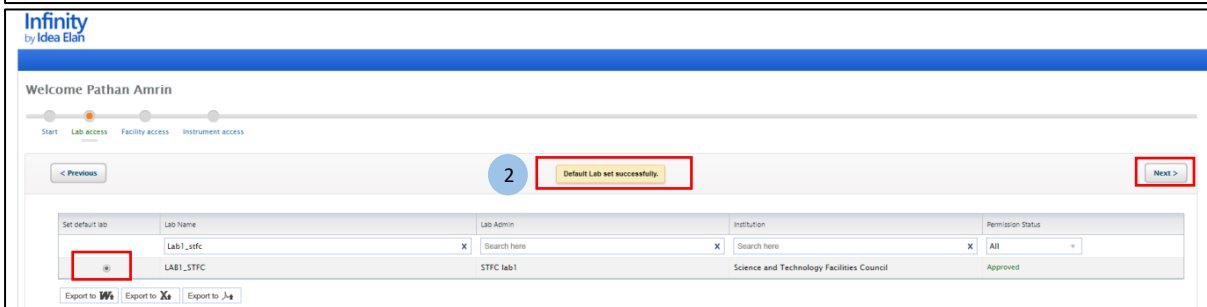
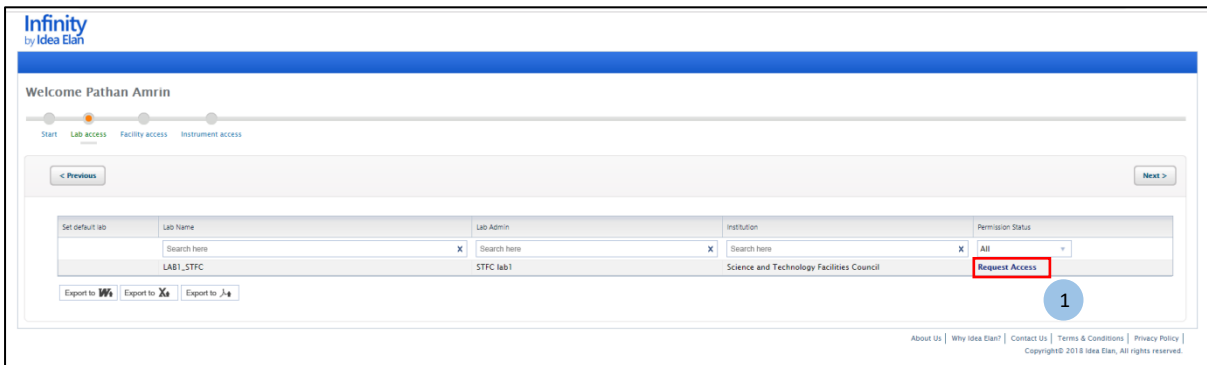


## **Step 2 – 'Lab Access': Access to ISIS Support Laboratories group**

You will then be asked to request access to labs.

The default lab should appear as shown below. First (1), you request access and then (2), tick the 'set as default lab'. You should get an alert confirming you have selected the default lab.

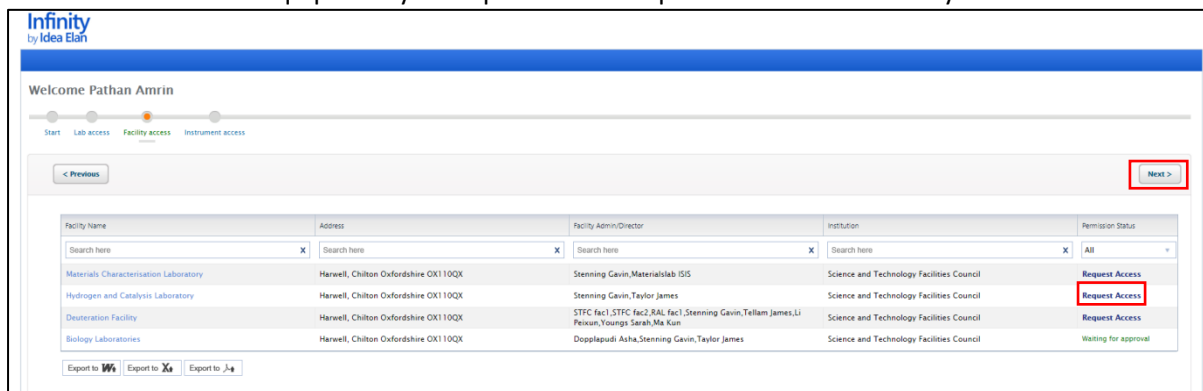
If the default lab hasn't appeared you can either try deleting the auto-populated fields or try filling in the details with the information shown below.



Then click next.

### Step 3 – ‘Facility Access’: Access to individual facilities (labs) within the Support Laboratories group

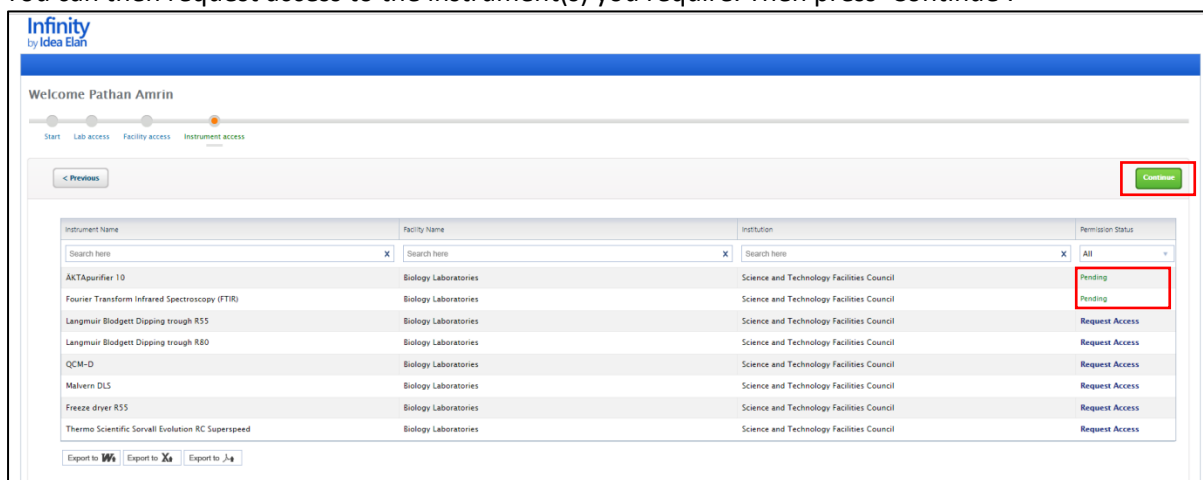
Then you will be asked to select which lab(s) you want to be approved for. You need to get access for each lab that has the equipment you require. Click ‘Request Access’ followed by the ‘Next’ button.



Facility Name	Address	Facility Admin/Director	Institution	Permission Status
Materials Characterisation Laboratory	Harwell, Chilton Oxfordshire OX110QX	Stenning Gavin, Materialslab ISIS	Science and Technology Facilities Council	Request Access
Hydrogen and Catalysis Laboratory	Harwell, Chilton Oxfordshire OX110QX	Stenning Gavin, Taylor James	Science and Technology Facilities Council	Request Access
Deuteration Facility	Harwell, Chilton Oxfordshire OX110QX	STFC fac1, STFC fac2, RAL fac1, Stenning Gavin, Tellam James, Li Peixun, Youngs Sarah, Ma Kun	Science and Technology Facilities Council	Request Access
Biology Laboratories	Harwell, Chilton Oxfordshire OX110QX	Doppelgudi Asha, Stenning Gavin, Taylor James	Science and Technology Facilities Council	Waiting for approval

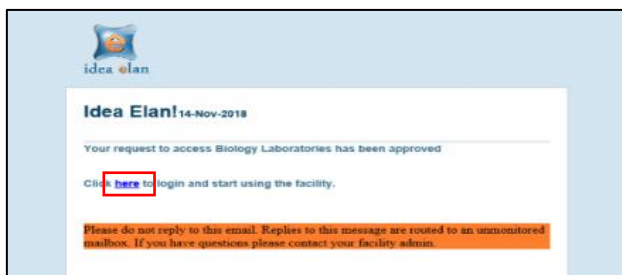
### Step 4- ‘Instrument Access’: Access to instruments

After this, a similar screen will appear with the list of instruments within the lab you have requested. You can then request access to the instrument(s) you require. Then press ‘Continue’.



Instrument Name	Facility Name	Institution	Permission Status
AKTApurifier 10	Biology Laboratories	Science and Technology Facilities Council	Pending
Fourier Transform Infrared Spectroscopy (FTIR)	Biology Laboratories	Science and Technology Facilities Council	Pending
Langmuir Blodgett Dipping trough R55	Biology Laboratories	Science and Technology Facilities Council	Request Access
Langmuir Blodgett Dipping trough R80	Biology Laboratories	Science and Technology Facilities Council	Request Access
QCM-D	Biology Laboratories	Science and Technology Facilities Council	Request Access
Malvern DLS	Biology Laboratories	Science and Technology Facilities Council	Request Access
Freeze dryer R55	Biology Laboratories	Science and Technology Facilities Council	Request Access
Thermo Scientific Sorvall Evolution RC Superspeed	Biology Laboratories	Science and Technology Facilities Council	Request Access

After you have requested access you need to wait for an email confirming your access approval for the facility access and the instrument access. Following the link on the email it will take you back to the login screen for Idea Elan.



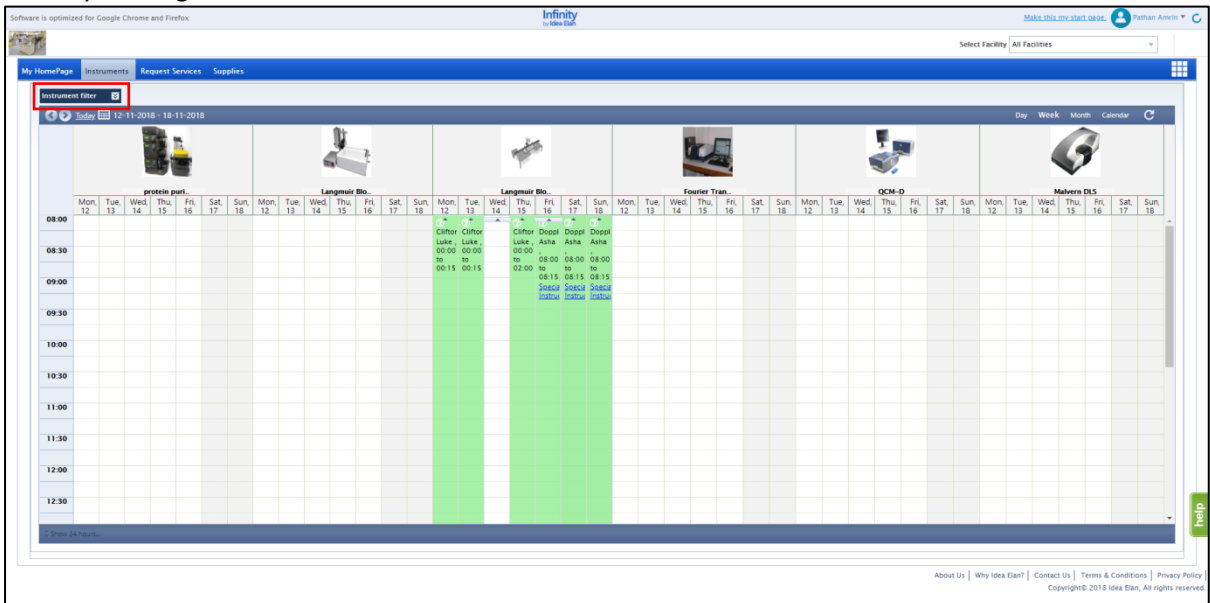
## Adding instruments to your favourites

NB. *Only to be done after you have access*

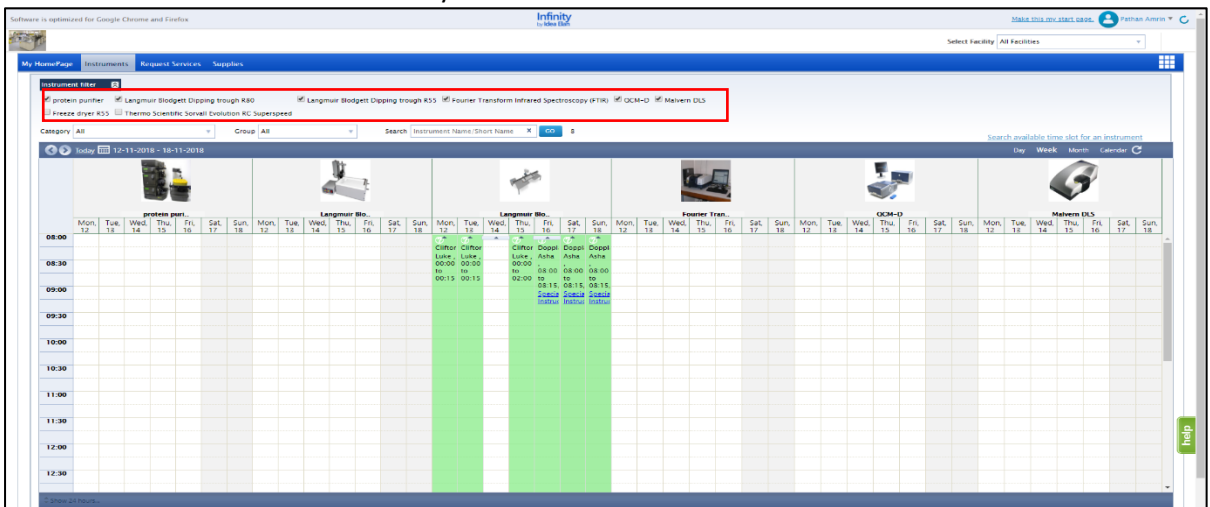
Once logged into Idea Elan, the homepage should look similar to the one below. By following the 'Instruments' link, you can add the instruments you use frequently to your favourites. This is very useful if you are using instruments from different labs.



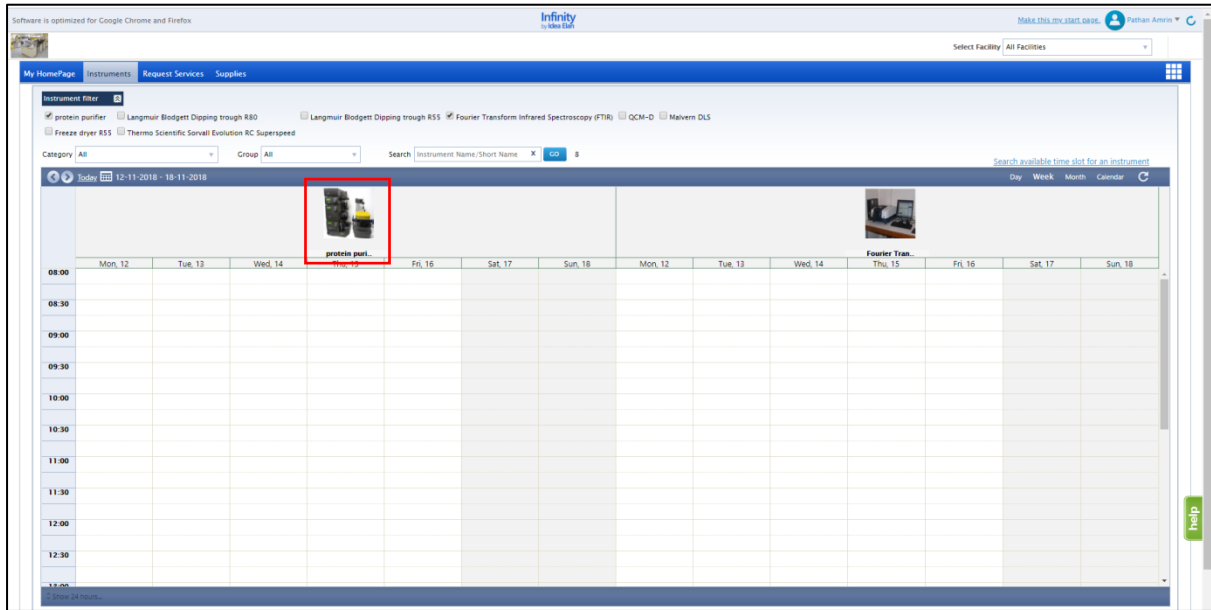
Start by clicking on 'instrument filter' as shown below.



You get a drop down with all the instruments available in that lab. You can now untick any instruments that are not relevant to you.



To add an instrument to your favourites, click on the image of the instrument.



An information box should pop up. By clicking the white star, it should turn blue. This means this instrument has been added to your favourites.

