

## Reserving an Instrument

NU Core provides a convenient calendar-based scheduling system for users interested in reserving instrumentation.

To begin, navigate your browser to the NU Core home page:

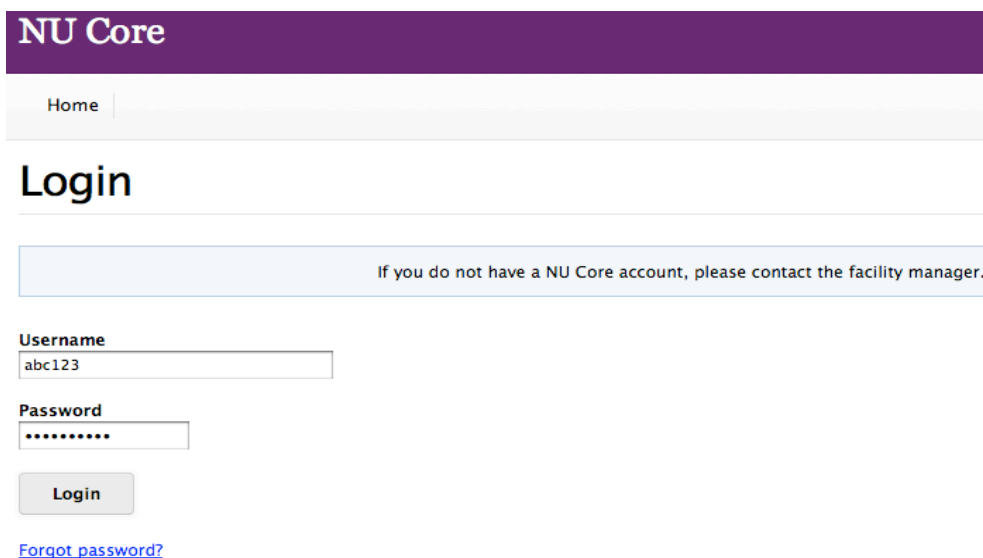
<https://nucore.northwestern.edu/facilities>

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First click the login link in the upper right hand corner of the NU Core homepage.

If you are a Northwestern University user (internal), use your netID and password.

If you are an external user, use your email address and NU Core generated password.



NU Core

Home

### Login

If you do not have a NU Core account, please contact the facility manager.

Username  
abc123

Password  
\*\*\*\*\*

Login

[Forgot password?](#)

If you cannot login to NU Core you will need to contact a facility manager so your netID can be added to the system.

\*External Users: When your account is created in NU Core, an email is sent to you that contains a temporary password that you will use to log in. You may change the password once you log in. Your username and password will allow you to order from any facility across the NU Core system.

Select the facility you wish to use from the homepage

**NU Core** Charlene Wilke (cdw766) [Cart \(0\)](#) [Logout](#)

[Home](#) | [My Orders](#) | [My Reservations](#) | [My Payment Sources](#)

## Facilities

Welcome to NU Core, the centralized ordering system for all shared facilities at Northwestern University. Please select the shared facility below to view and purchase services and products offered by the facility.

[A New Testing Facility \(NTF\)](#)  
A new testing facility. more short.

[Behavioral Phenotyping Core \(BPC\)](#)  
The mission of the Northwestern University Behavioral Phenotyping Core is to make available to funded research projects a facility to determine the behavioral effects of genetic manipulations, potential pharmaceuticals, aging, and other manipulations upon normal behavior, and the learning and memory capacities of rodents used as model systems. The BPC can also help NU researchers design their studies to test their hypotheses and secure IACUC approval for their experiments. The BPC can test spatial, temporal, and emotional memory, anxiety, general activity, gait, and motor coordination.

[Biological Imaging Facility \(BIF\)](#)  
BIF provides instrumentation and expertise in photonic microscopy (fluorescence and confocal), electron microscopy, and EM sample preparation.

[Biostatistics Collaboration Center \(BCC\)](#)  
description

Select the instrument you want to reserve

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## Biological Imaging Facility (BIF)

The Biological Imaging Facility (BIF) is a shared use and training facility located on the fifth floor of Hogan Hall on Northwestern University's Evanston campus. Main offices, poster printing, and specimen preparation are located in room 5-150, while microscopy and image analysis are in 5-120.

BIF is organized so users can prepare samples, capture and analyze images, and create final presentations in one facility. Training for most instruments is available on a regular basis so users can acquire data quickly and efficiently. What truly makes BIF unique is the staff's commitment to guide and assist you with any part of your research project. We are continually looking for new ways to enhance existing equipment, acquire new tools, and keep pace with current techniques.

### Instruments

- [Cressington QFDE](#)
- [FEI Vitrobot](#) (Requires Approval)
- [JEOL 1230 TEM](#) (Requires Approval)
- [JEOL Clairscope](#) (Requires Approval)
- [Leica Automatic Freeze Substitution](#) (Requires Approval)
- [Leica EM\\_Pact2](#)
- [Leica SP2 Confocal](#)
- [Leica Ultracut Microtome](#) (Requires Approval)
- [Leica Widefield Fluorescence System](#) (Requires Approval)
- [Nanophoton Raman-11](#) (Requires Approval)
- [Polaron Critical Point Dryer](#) (Requires Approval)
- [Zeiss510 Meta/ConfoCor3](#) (Requires Approval)

If an instrument 'requires approval' you must contact the facility manager to either request training or request access if you have already been trained, before you can create reservations.

A calendar will appear and allow you to choose an appointment time. View upcoming weeks by clicking the arrow above the upper-right corner of the calendar.

Select your **payment source**.

Then select the **date**, **time**, and **duration** of the desired reservation.

Lastly, click **Create**.

\*When making a reservation in hours, the unit must be whole (1, 2, 3, 4, etc.)

Use minutes in other cases i.e. 1.5 hours should be entered as 90 minutes

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[Home](#) | [My Orders](#) | **My Reservations** | [My Payment Sources](#)

[Home](#) > [Biological Imaging Facility \(BIF\)](#) > [Cart](#) > Create Reservation

## Biological Imaging Facility (BIF)

**Leica SP2 Confocal**  
Our Leica Confocal Laser Scanning System offers both inverted and standard (upright) configuration microscopes, both with fluorescence filter cubes.

**Payment source**  
Paul PI's Chart String (123-1234567-12345678-01)

**Reservation Date** 07/11/2012    **Starting At** 6:15 AM    **Duration** 3 hours

[Create](#)   [Cancel](#)

Jul 8 — 14 2012 today   ◀ ▶

	Sun 7/8	Mon 7/9	Tue 7/10	Wed 7/11	Thu 7/12	Fri 7/13	Sat 7/14
12am							
1am							
2am							
3am							
4am							
5am							
6am							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm			2:00 - 4:00 Reservation				
3pm							
4pm							
5pm							
6pm							
7pm							

\*If you do not have a valid payment source in the system you will be stopped before you reach this page and will need to provide the facility manager with your payment source.

# Managing your Reservations

After you create a reservation you will be routed to the 'My Reservations' tab where you can manage any upcoming reservations (**begin, end, cancel, modify**). You can access this tab anytime you are on the NU Core website.

Order #	Actions	Reserved For	Product	Status	Total
<a href="#">2659-1909</a>	<a href="#">Begin Reservation</a>	<a href="#">Thu, 07/05/2012 3:45 PM - 4:30 PM</a>	<a href="#">BIF / Leica SP2 Confocal</a>	New	\$22.50
<a href="#">2657-1907</a>	<a href="#">Cancel   Begin Now</a>	<a href="#">Wed, 07/11/2012 6:15 AM - 9:15 AM</a>	<a href="#">BIF / Leica SP2 Confocal</a>	New	\$82.13

Orange totals are estimates. Green totals are final. Pricing will be assigned to transactions with unassigned totals.

To **cancel a reservation**, click 'Cancel' under the 'Actions' column before your reservation time starts.

To **begin a reservation**, click 'Begin Reservation' under the 'Actions' column (this option will appear within 5 minutes of your reservation start time)

To **begin a reservation earlier than your scheduled time**, click 'Begin Now' under the 'Actions' column. The entire reservation will move forward (the length of reservation remains the same).

To **end a reservation**, click 'End Reservation' which will appear in the 'Actions' column after you have begun your reservation.

To **modify a reservation**, click on the blue link under the 'Reserved For' column. You will be taken to an editable view of the order (see below), where you can select a new date, start time, and length of reservation. Then click 'Save.'

**Biological Imaging Facility (BIF)**

Leica SP2 Confocal

Reservation Date:  Starting At:  :  :  Duration:

Jul 22 — 28 2012

	Sun 7/22	Mon 7/23	Tue 7/24	Wed 7/25	Thu 7/26	Fri 7/27	Sat 7/28
12am							
1am							
2am							
3am							
4am							
5am							
6am				6:15 - 9:15 Reservation			
7am							