Scheduling Time on MR Research Scanners

1. Log into the MR Research Facility Scheduler by going to https://mri.radiology.uiowa.edu/ and clicking on “Research Scheduler”.

2. Enter your e-mail address and password and click “Log In”.

3. Click “Go to the Online Scheduler” at the bottom-left of the next screen.
4. On the next page, choose the correct machine schedule by clicking on the dropdown menu located at the top-center of the screen. The scheduler automatically defaults to the research schedule. The Research Avanto 1.5 (MRI suite JPP) and Research 3T (L169 MERF building) will be under the “Research” schedule. The Shared 3T (MRI suite JPP) will be under the “Shared” schedule.

5. Scanners are listed at the left-hand side of the screen.

6. To request a specific timeslot, click on the “+” under the time for the scanner you would like to reserve. The plus sign (+) denotes when a technologist is available; the dash (-) means no technologist is available for that timeslot.
7. A popup window will appear. The scheduler defaults to one-hour timeslots, so if you need more or less than one hour, adjust the start and end time using the dropdown menu.

8. If you have responsibilities to schedule more than one project, you will need to choose the correct protocol from the next dropdown menu. Otherwise, the scheduler defaults to your protocol.
9. Next, enter any pertinent information about your subject and study. If you don’t have a subject ID you do not have to enter one. First and last names are helpful information for the technologist who is performing the scan, but are not required. Only researchers with access to your protocol – generally you and any other project member – the technologist, and scheduler administrator will see the subject’s name.

10. Click “Request”

** Requests are generally approved on the same day as they are requested. If you need to modify, delete or reschedule a reservation, the reservation date must be four days in the future. To modify requests within four days of the present day, please contact Joe Ekdahl at 384-3026 or at joe-ekdahl@uiowa.edu.