Student Instructions When First Accessing the NANSLO Scheduling System

You will use the NANSLO Scheduling System to select a date and time to access the NANSLO Lab Activity assigned to you by your instructor. The dates and times available have been defined by your instructor. You will not be able to make an appointment after these reservation dates have passed. The following provides instructions for using the scheduler for the first time.

Your instructor must provide you with both a URL and a PIN number for the activity. Without this information, you will not be able to schedule an appointment. If this information has not been provided to you, please contact your instructor before accessing the Scheduling System.

You must have Internet access to use the system.

**Step 1:** Open your browser (Internet Explorer, Mozilla Firefox, etc.) and enter the URL provided to you by your instructor. Here is an example of what it will look like – [http://scheduler.nanslo.org/signup.cfm?sess_id=10005](http://scheduler.nanslo.org/signup.cfm?sess_id=10005).

**Step 2:** Enter the email address you want to use to receive a confirmation of your appointment time and other scheduler communications. Then, select the “Next” button.
Step 3: You will enter a number of things on this screen. The email you entered on the previous screen appears in the “E-mail” field. Enter your first and last name. Enter a password that is easy to remember but secure enough so that others will not access your account. We recommend using at least eight characters, including lower and upper case alpha characters and a symbol such as an exclamation mark. Select the institution where you are taking the course that is using this NANSLO lab activity. In the “Date” field, you will be able to select a date from those reserved by your instructor to complete this activity. Next, enter a phone number where you can be reached in the event we need to contact you. Finally, enter the PIN number given to you by your instructor. **NOTE:** PIN numbers are specific to a lab. If you have been given more than one PIN number, you are completing multiple labs. Make sure you use the PIN number associated to the URL you used to access this system. In this example, the URL was for the Beer’s Law activity and the PIN noted was assigned to that URL. When all information is entered, select the “Next” button.
EXAMPLE OF A COMPLETED FORM:

The date you have selected to access the lab activity is noted on this screen with available times. Select a time that works for you by selecting the button to the left of that time. Then, select the “Sign Me Up” button.
Step 5: The next page presented provides a confirmation of the date and time you have selected to access this activity.

![NANSLO Scheduling System](https://example.com/nanslo-scheduling-system.png)

Step 6: An email has also been sent to you with information about your appointment. Here is an example of that email. Keep this email as there are several important pieces of information on it.

a. It provides the URL that you will use to access the lab activity via your Internet browser at the date and time you have selected.

b. It provides a system-assigned username and identifies the password you entered. You will use this username and password when accessing this lab activity at the specified date/time you have selected.

c. To use the remote web-based lab (RWSL) capabilities that enable you to complete your lab activity online, you will need to install a piece of software. This installation is easy and can be completed at any time. We encourage you, however, to do this as soon as possible. If you wait until the day of your lab and have difficulty completing the installation, you will not be able to access the RWSL functionalities.

![Example Email](https://example.com/example-email.png)
**Step 6:** After completing the selection of a date and time to complete your lab activity, you can exit the scheduling system by closing your browser window. However, if you select the “Back to Schedule” link found at the bottom of the Student screens, you will return to the Student Dashboard. The Student Dashboard notes all upcoming labs and provides links to resources that can assist you in preparing for your first lab. See “Accessing Your Student Dashboard” for more information on this scheduling system feature.

**Step 7:** Now that you have signed up in the Scheduler, you can return to it at any time during the semester. Enter [http://scheduler.nanslo.org](http://scheduler.nanslo.org) to access the Scheduler log in screen. Select the “I am a student” button.
Step 8: Enter your email address and password. Once logged in, the Student Dashboard displayed in Step 6 above is presented.

END OF TUTORIAL