

Purdue Appointment Scheduling System (PASS) – Instructions

<https://engineering.purdue.edu/PASS>

MSE Labs can be found at two sites:

(Homepage > MSE Information and Resources) <https://engineering.purdue.edu/MSE/news/2020/mse-covid-19-coronavirus-information-and-resources>

(Research > Labs and Facilities > Lab Reservations) <https://engineering.purdue.edu/MSE/research/lab-reservation/mse-labs-reservation-pass>

1. Click on the desired lab/room
2. Login to PASS using your Purdue Career Account login. You will be prompted once you click on a schedule's link for the first time. Here is what you will see once you successfully login:

The screenshot shows the PASS interface for the ARMS 2093 XRD (Spring) schedule. The page is divided into several sections:

- Edit Schedule:** Includes fields for Title, Description, Owners, Add Appointments, Times slots, and Export Schedule to Excel.
- Calendar Feeds and Sharing Link:** Provides ICAL Feed links for active slots only and all slots, along with a shareable URL.
- Appointment Time Signup:** A calendar view for the week of February 7-13, 2021. The 12:00 AM slot on Friday, February 12, is highlighted in green, indicating an open appointment. Other slots are marked as 'Clear Day' or 'Add Slots'.
- My Schedules:** A list of other available schedules, including ARMS 2093 XRD Lab (F20), ARMS 2138 Processing Lab (Spring), ARMS 2093 XRD (Fall), ARMS 2093 XRD (Spring), ARMS 2093 XRD (Winter), ARMS 2093: XRD - 09/07-01/11, ARMS 2103 Grad Lab I, ARMS 2103 Handwerker Lab (Fall), ARMS 2103 Handwerker Lab (Spring), ARMS 2103 Handwerker Lab (Winter), ARMS 2109 Stanciu Lab (Fall), ARMS 2109 Stanciu Lab (Spring), ARMS 2109 Stanciu Lab (Winter), ARMS 2118 (Efron Sterilization Area), ARMS 2118 (Efron), ARMS 2118 Efron Sterilization Area (Spring), ARMS 2130 Optical Lab, ARMS 2130 Optical Micro Lab (Fall), ARMS 2130 Optical Micro Lab (Spring), ARMS 2130 Optical Micro Lab (Winter), ARMS 2132 Polishing Lab (Fall), ARMS 2132 Polishing Lab (Spring), and ARMS 2132 Polishing Lab (Winter).

3. **Open** appointments will be highlighted in green.
4. Select your desired time(s) and confirm by clicking the blue 'Confirm Appointment' button

The screenshot shows the 'Sign Up' page for the ARMS 2093 XRD (Spring) appointment. The page includes:

- Back to Schedule:** A button to return to the main schedule view.
- Appointment Details:** You are signing up for the following appointment with **Aury, Jennifer, Talukder Alam L.** Please enter any important comments about the meeting and confirm your registration.
ARMS 2093 XRD (Spring)
Friday, February 12, 2021
12:00 AM - 1:00 AM
ARMS 2093 XRD Lab
- Comments:** A text area for providing information you would like to share with the organizers of this appointment.
- Confirmation:** A blue 'Confirm Appointment' button and a grey 'Cancel' button.