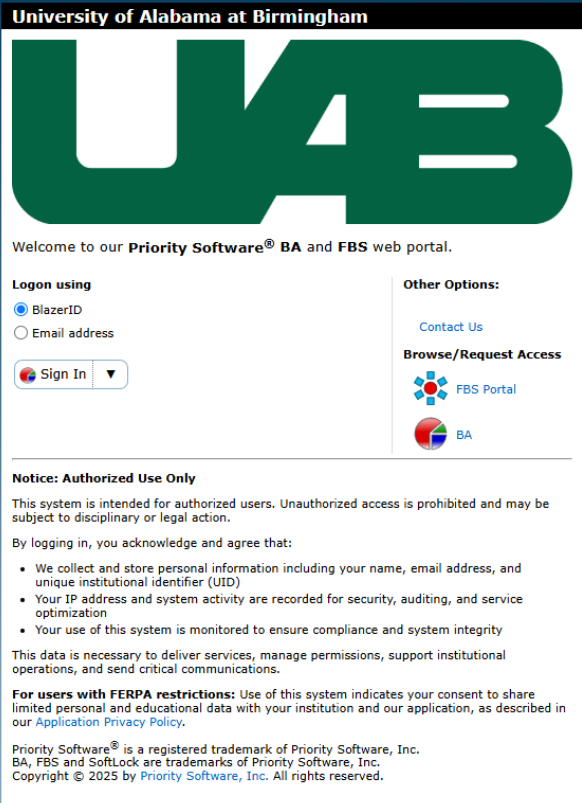


How to Schedule in FBS

Scheduling your scans for the Prisma or the Premier in FBS is very straight forward. You can also follow this procedure to schedule time for the Interview Rooms, the MRI Simulator, or the fNIRS Systems.

Step One: Log in.

- Follow this link to the [FBS Login Page](#).
- It should look like this :



The screenshot shows the login page for the University of Alabama at Birmingham (UAB) Priority Software BA and FBS web portal. The page features the UAB logo at the top, followed by a welcome message. Below this, there are two main sections: 'Logon using' and 'Other Options'. The 'Logon using' section has two radio buttons: 'BlazerID' (selected) and 'Email address'. A 'Sign In' button is located below these options. The 'Other Options' section includes a 'Contact Us' link and a 'Browse/Request Access' section with two icons: a blue gear icon for 'FBS Portal' and a pie chart icon for 'BA'. At the bottom, there is a 'Notice: Authorized Use Only' section with a disclaimer and a 'For users with FERPA restrictions' section with a link to the 'Application Privacy Policy'. The footer contains copyright information for Priority Software, Inc.


University of Alabama at Birmingham

UAB

Welcome to our **Priority Software® BA** and **FBS** web portal.

Logon using


☒ BlazerID
☐ Email address




Other Options:

[Contact Us](#)

Browse/Request Access

 [FBS Portal](#)

 [BA](#)

Notice: Authorized Use Only

This system is intended for authorized users. Unauthorized access is prohibited and may be subject to disciplinary or legal action.

By logging in, you acknowledge and agree that:

- We collect and store personal information including your name, email address, and unique institutional identifier (UID)
- Your IP address and system activity are recorded for security, auditing, and service optimization
- Your use of this system is monitored to ensure compliance and system integrity

This data is necessary to deliver services, manage permissions, support institutional operations, and send critical communications.

For users with FERPA restrictions: Use of this system indicates your consent to share limited personal and educational data with your institution and our application, as described in our [Application Privacy Policy](#).

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BA, FBS and SoftLock are trademarks of Priority Software, Inc.
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- Click the option to log in with your email address and make sure you choose the FBS logo instead of the “pie chart” logo for BA. It should look like this:

How to Schedule in FBS

The screenshot shows the login page for the University of Alabama at Birmingham (UAB) Priority Software BA and FBS web portal. The page features the UAB logo at the top, followed by a welcome message. The login section includes radio buttons for 'BlazerID' and 'Email address' (selected), input fields for 'Email Address' and 'Password', and a 'Remember my Email Address?' checkbox. A 'Sign In' button is present. To the right, there are links for 'Reset my password' and 'Contact Us', and a 'Browse/Request Access' section with icons for 'FBS Portal', 'BA', and 'FBS'. A 'Notice: Authorized Use Only' section follows, detailing system usage policies and FERPA restrictions. The footer contains copyright information for Priority Software, Inc. (2025).

University of Alabama at Birmingham

Welcome to our **Priority Software® BA and FBS** web portal.

Logon using

☐ BlazerID

☒ Email address

Email Address

Password

☐ Remember my Email Address?

Sign In

Other Options:

[Reset my password](#)

[Contact Us](#)

Browse/Request Access

FBS Portal

BA

FBS

Notice: Authorized Use Only

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- Populate the fields with your email address and password. (*Note: if this the first time logging in with your newly-assigned email, click “Reset my password” and follow the prompts.*)
Click “Sign In”. Again, make sure you choose “FBS”, and not “BA”. Here’s another picture for reference:

How to Schedule in FBS

The screenshot shows the login page for the University of Alabama at Birmingham (UAB) Priority Software BA and FBS web portal. The page features the UAB logo at the top. Below the logo, a welcome message reads: "Welcome to our Priority Software® BA and FBS web portal." The login section is divided into two columns. The left column, titled "Logon using", contains two radio buttons: "BlazerID" and "Email address". The "Email address" option is selected. Below these are input fields for "Email Address" (containing "fyshgrease@gmail.com") and "Password" (masked with dots). A "Remember my Email Address?" checkbox is present. A "Sign In" button with a dropdown arrow is at the bottom of this column. The right column, titled "Other Options:", contains links for "Reset my password" and "Contact Us". Below these is a section titled "Browse/Request Access" with icons and links for "FBS Portal" and "BA". A "Notice: Authorized Use Only" section follows, stating that the system is for authorized users and that unauthorized access is prohibited. It lists three points of acknowledgment: data collection, IP address recording, and system monitoring. A disclaimer states that data is necessary for services and communications. A "For users with FERPA restrictions" section mentions consent to share data. The footer contains copyright information for Priority Software, Inc., dated 2025.

University of Alabama at Birmingham

UAB

Welcome to our **Priority Software® BA and FBS** web portal.

Logon using

☐ BlazerID

☒ Email address

Email Address

Password

☐ Remember my Email Address?

Sign In ▼

Other Options:

[Reset my password](#)

[Contact Us](#)

Browse/Request Access

FBS Portal

BA

Notice: Authorized Use Only

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By logging in, you acknowledge and agree that:

- We collect and store personal information including your name, email address, and unique institutional identifier (UID)
- Your IP address and system activity are recorded for security, auditing, and service optimization
- Your use of this system is monitored to ensure compliance and system integrity

This data is necessary to deliver services, manage permissions, support institutional operations, and send critical communications.

For users with FERPA restrictions: Use of this system indicates your consent to share limited personal and educational data with your institution and our application, as described in our [Application Privacy Policy](#).

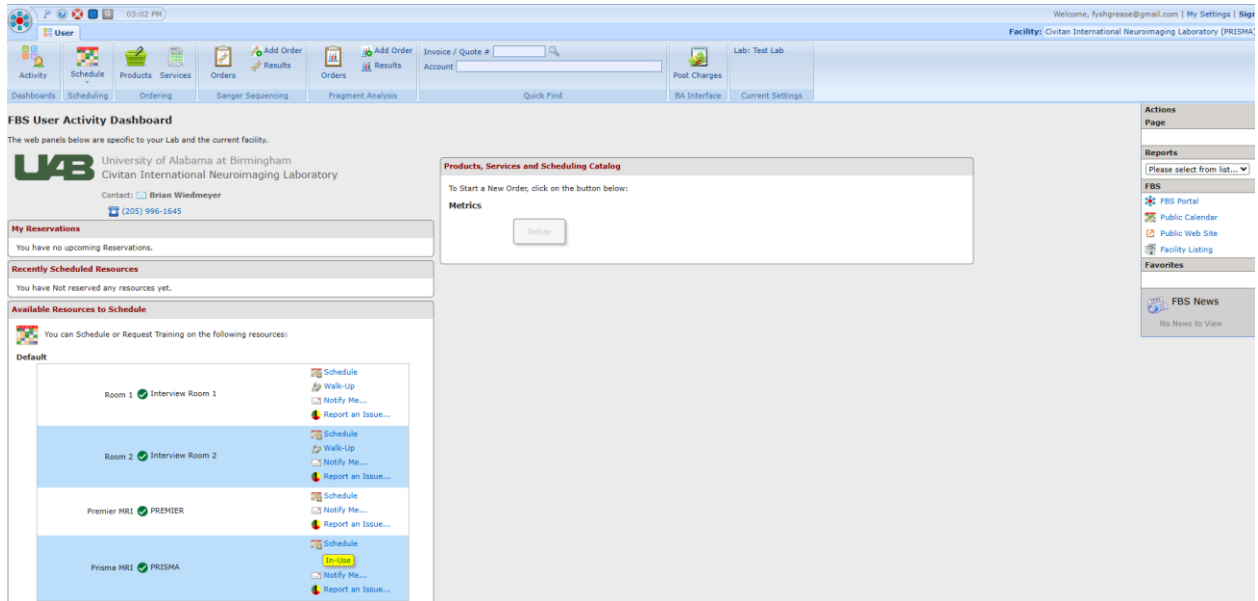
Priority Software® is a registered trademark of Priority Software, Inc.
BA, FBS and SoftLock are trademarks of Priority Software, Inc.
Copyright © 2025 by [Priority Software, Inc.](#) All rights reserved.

Now you're in!

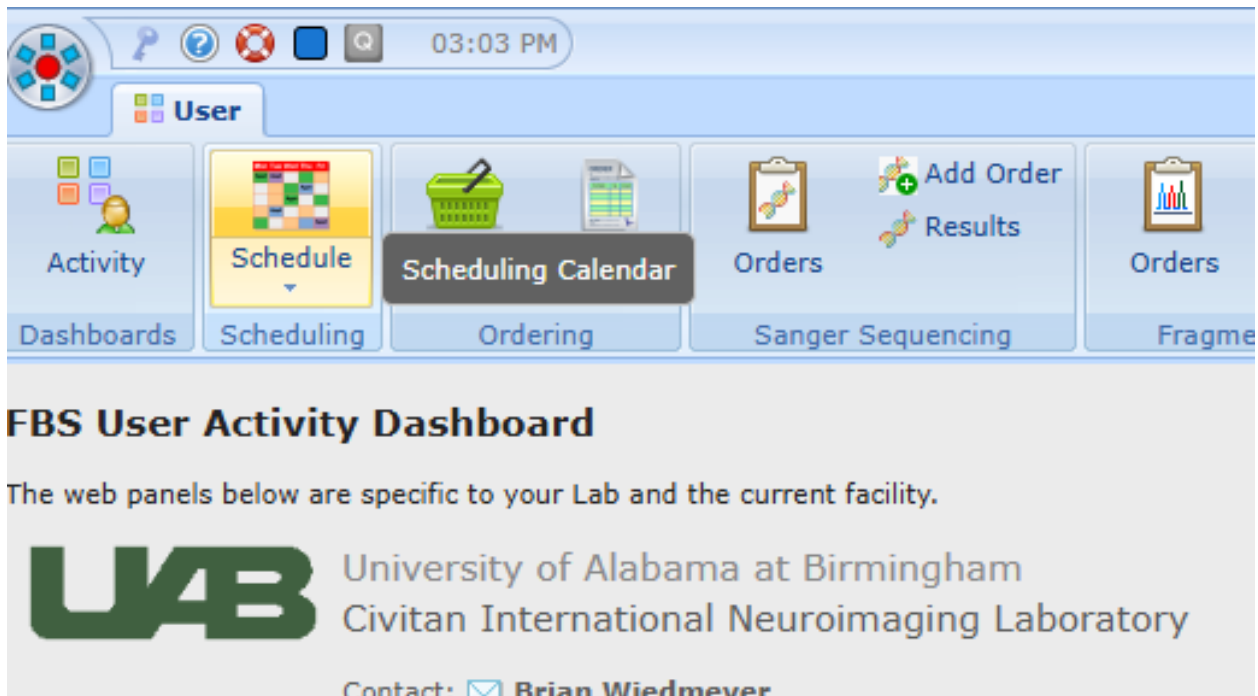
Step 2: Schedule a Scan.

- When you log in, the next screen should look something like this:

How to Schedule in FBS



- Click on the calendar icon labeled “Schedule” in the top-left corner to start scheduling. Here’s a pic:



- The next screen should look like this:

How to Schedule in FBS

Welcome, fshgrease@gmail.com | My Settings | Sign Out

Facility: Civitan International Neuroimaging Laboratory (PRISMA)

Activity

Schedule

Products

Services

Orders

Add Order

Results

Orders

Add Order

Results

Invoice / Quote #

Account

Quick Find

Lab: Test Lab

Post Charges

BA Interface

Current Settings

Activity

Schedule

Products

Services

Orders

Add Order

Results

Orders

Add Order

Results

Invoice / Quote #

Account

Quick Find

Lab: Test Lab

Post Charges

BA Interface

Current Settings

Scheduling

▼ Instructions

How to Create a Reservation

- Click Start Time / Shift-Click End Time
- Double-Click the Start Time

My Reservation

Unassisted Use

Assisted Use

Training

Maintenance

▼ Options

Resource Group [All]

Category [All]

Resource
(Click to Select Resource)

The Schedule Filter is being used for a Customized View.

Recent 20235

Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Filter Settings

Resource

PRISMA (Prisma MRI) X

Room 2 X

Room 1 X

PRISMA (Prisma MRI)

	Sun, Aug 10	Mon, Aug 11	Tue, Aug 12	Wed, Aug 13	Thu, Aug 14	Fri, Aug 15	Sat, Aug 16
12 AM							
1							
2							
3							

Actions

Paper

View My Schedule

Download My Calendar

Reports

Please select from list...

FBS

FBS Portal

Public Calendar

Public Web Site

Facility Listing

Favourites

FBS News

No Items to View

- The “weekly view” is in the picture, but in the “Filter Settings” section on the left, there options to choose which calendars you would like to view and preferences for monthly, weekly, or daily calendar views.
- Now, choose a day and time for your scan. Here’s a pic:

[illegible]

- Double clicking on the time slot opens a scheduling menu. The “Lab” and “User” options should be auto-populated based on your login. Start by clicking “MRI Research” from the “UNASSITED” section of the “Specify Resource Used” drop-down menu. (Note: If you do not need tech support to run your scans, choose the UNASSISTED option. If your lab needs tech support to run your scan, choose the ASSISTED option.

How to Schedule in FBS

All ASSISTED scan requests require CINL approval to ensure tech availability.)
In this case, we'll choose the UNASSISTED option.

Resource: **PRISMA(Prisma MRI)** MRI Research

Start: 10-14-2025 Tue 6:00 AM

End: 10-14-2025 Tue 6:00 AM

Lab: Lab, Test (Test Lab)

User: com, fyshgrease@gmail

Comments:

Direct Pay

Account:

Project:

-OR-

Study: 21000

View Hourly Rates View Estimated Charges

Save Changes Close

- Choose “MRI Research”
- Next, you’ll choose the start and end time of your scan. You are allowed up-to 30 minutes of set-up time free of charge included in the scheduled block of time for your scan. **Remember to take advantage of that. So, if you have a 30 minute set-up and an hour scan, you would budget an hour and a half.**

Resource: **PRISMA(Prisma MRI)** MRI Research

Start: 08-25-2025 Mon 12:00 PM

End: 08-25-2025 Mon 1:00 PM

Lab: Lab, Test (Test Lab)

User: com, fyshgrease@gmail

Comments:

Direct Pay

Account:

Project:

-OR-

Study: 21000

View Hourly Rates View Estimated Charges

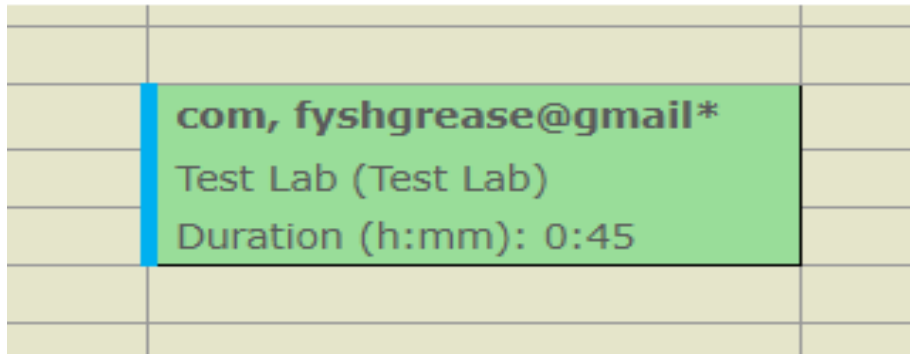
Save Changes Close

- Click the “Study” menu to ensure that the P# is correct. This is especially important if your lab is running more than one study with CINL. Then, click “Save Changes”. Now your scan time is scheduled. You should see this on the calendar.
- Congratulations, now you’ve scheduled your scan!

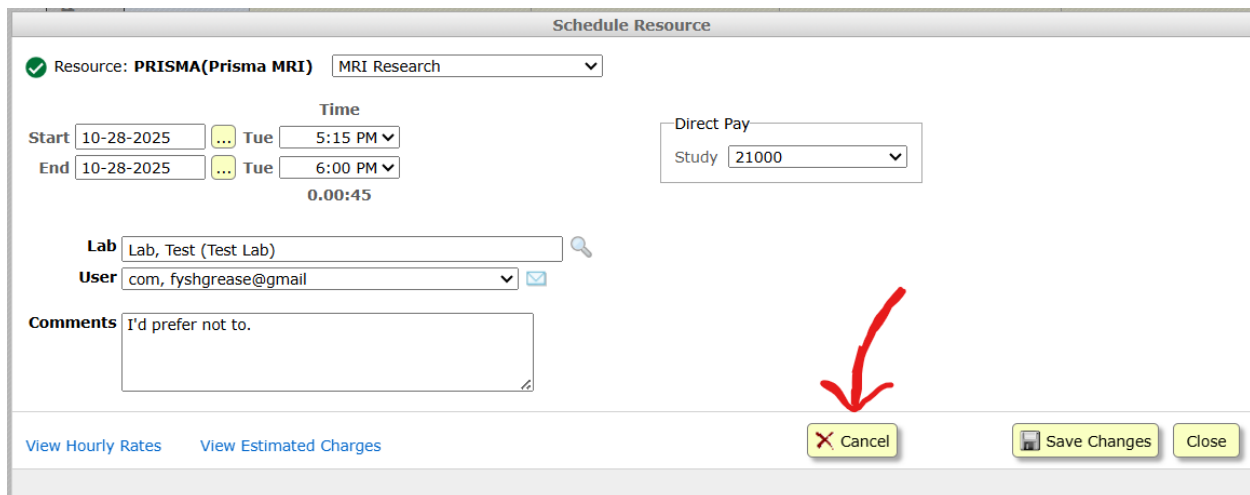
Cancellations:

How to Schedule in FBS

- In the event that you need to cancel scan, the process is also very easy. This process works for both assisted and unassisted scans.
First, find the scan in question on the appropriate calendar:



- Double click on that scan to open the dialogue box and simply click the “Cancel Button”.



✓ Resource: **PRISMA(Prisma MRI)** MRI Research

Time
Start 10-28-2025 Tue 5:15 PM
End 10-28-2025 Tue 6:00 PM
0.00:45

Direct Pay
Study 21000

Lab Lab, Test (Test Lab)

User com, fyshgrease@gmail

Comments I'd prefer not to.

View Hourly Rates View Estimated Charges

Cancel Save Changes Close

- Your scan is cancelled!
- Important Notes:
 1. Don't forget to send a cancellation email to the Magnet Time ListServ.
 2. You can only make changes to scans and appointments YOUR PROFILE booked, so you can't cancel scans and/or appointments for other user labs.
 3. This is the same process you would use to cancel reservations for other resources, such as Interview rooms, fNIRS, and the Mock MRI.
 4. Please read the **Billings and Cancellations** of our website for more information.

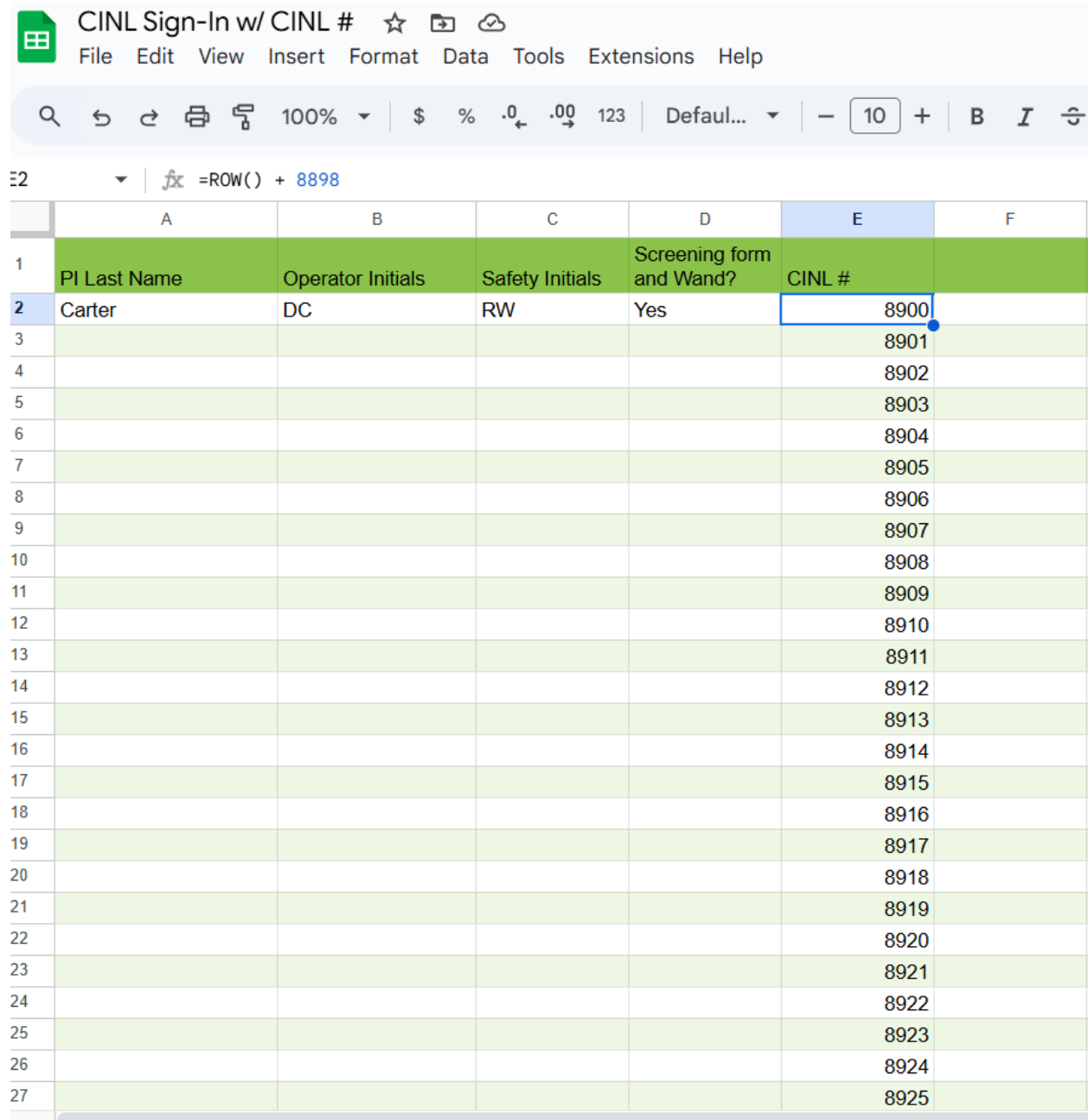
Keeping Time in FBS

Now that you've successfully logged in and scheduled your scan, it's time to learn how to track your usage. This process is very simple.

We recommend that you have two tabs open for this process. The first tab will be for this [Google Sheet](#) that is used to generate your CINL Number, and the second one should be for FBS.

Generating a CINL Number

The spreadsheet used to generate your CINL Number looks like this:



CINL Sign-In w/ CINL # ☆ 📁 ☁

File Edit View Insert Format Data Tools Extensions Help

100% | \$ % .0 .00 123 | Defaul... | - 10 + | B I ↺

E2 | fx =ROW() + 8898

	A	B	C	D	E	F
1	PI Last Name	Operator Initials	Safety Initials	Screening form and Wand?	CINL #	
2	Carter	DC	RW	Yes	8900	
3					8901	
4					8902	
5					8903	
6					8904	
7					8905	
8					8906	
9					8907	
10					8908	
11					8909	
12					8910	
13					8911	
14					8912	
15					8913	
16					8914	
17					8915	
18					8916	
19					8917	
20					8918	
21					8919	
22					8920	
23					8921	
24					8922	
25					8923	
26					8924	
27					8925	

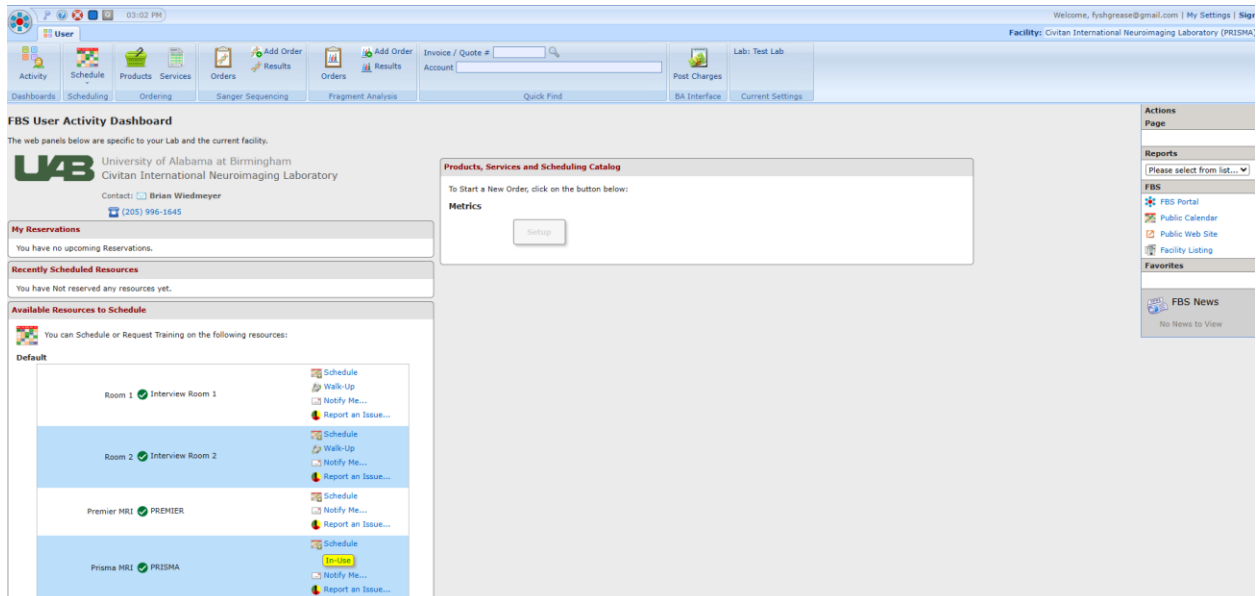
Keeping Time in FBS

- Each row is for a new scan.
- Simply input the information needed (PI, Operator Initials, Safety Person's initials, "Yes" or "Phantom" for wand and screening form column). Note: If you're scanning a person, you must complete a screening form **THAT DAY** and you must use the metal detection wand before letting them enter Zone IV. You would say "Yes". However, if you're scanning a phantom, just put "Phantom".
- You'll input the CINL number from your row into the "First Name" field when you register a participant on the MRI Scanner.

That's it!

Using the Start and Stop Button in FBS:

- Make sure you've logged into FBS with the *same username that scheduled the scan*. The dashboard should look like this:



- If you were scheduling or using another feature, or if some reason, that's not the page you see, just click the "Activity" button in the top left side of the website. That will direct you to the Activity Dashboard.

Keeping Time in FBS

FBS User Activity Dashboard

The web panels below are specific to your Lab and the current facility.

UAB University of Alabama at Birmingham
Civitan International Neuroimaging Laboratory

Contact: **Brian Wiedmeyer**
 (205) 996-1645

Navigation: Activity, Schedule, Invoice / Quote #, Account, Lab: Test Lab, Quick Find, Current Settings

- Once you're there, you should see your scheduled scans in the section below the UAB logo. It should look like this:

FBS User Activity Dashboard

The web panels below are specific to your Lab and the current facility.

UAB University of Alabama at Birmingham
Civitan International Neuroimaging Laboratory

Contact: **Brian Wiedmeyer**
 (205) 996-1645

My Reservations

All of your upcoming reservations are listed below:

Facility	Resource	Reservation Time
PRISMA	Prisma MRI - MRI Research	Tue 01-06-2026 05:30 PM

[Start Timer](#)

1 Reservation Listed.

Recently Scheduled Resources

Your most recently scheduled reservations are listed below:

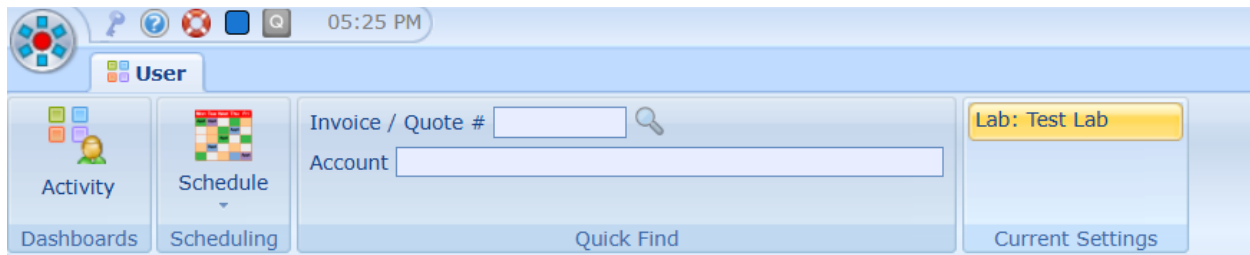
Facility	Resource	Lab
PRISMA	Prisma MRI - MRI Research	Lab, Test

Keeping Time in FBS

- You should click the START TIMER button as soon as it's your scheduled start time and the scanner is available for you to use. You would do this before you begin to set-up for your scan.

NOTE: If you arrive early and the scanner is available, you're more than welcome to click "start" and get to work!

- After you click the START TIMER button, a STOP TIMER button will take its place. It will look like this:



FBS User Activity Dashboard

The web panels below are specific to your Lab and the current facility.



University of Alabama at Birmingham
Civitan International Neuroimaging Laboratory

Contact: Brian Wiedmeyer

(205) 996-1645

My Reservations

All of your upcoming reservations are listed below:

Facility	Resource	Reservation Time
PRISMA	Prisma MRI - MRI Research	Tue 01-06-2026 05:30 PM
1 Reservation Listed.		

[Stop Timer](#)

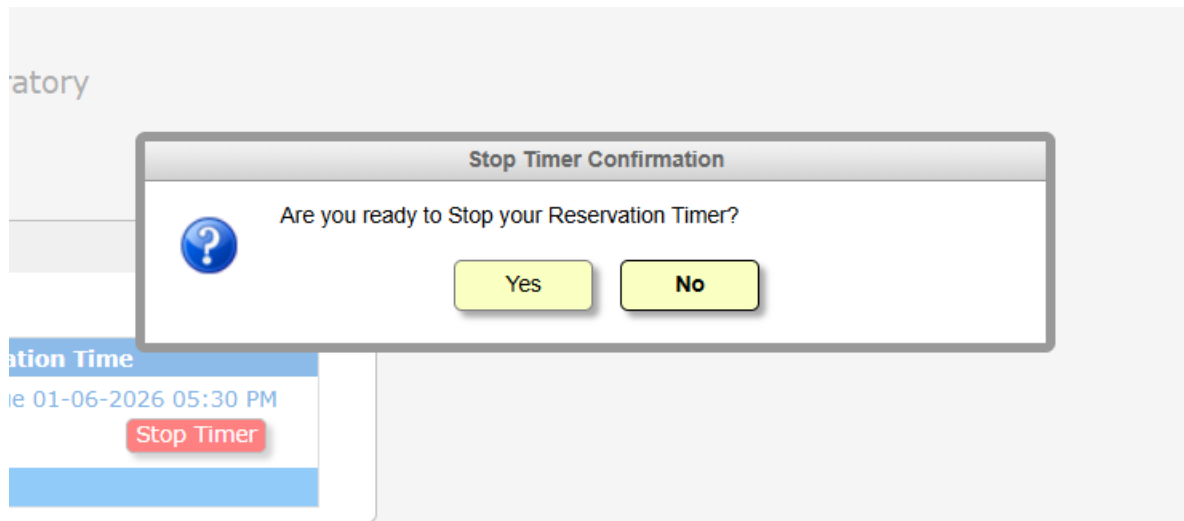
Recently Scheduled Resources

Your most recently scheduled reservations are listed below:

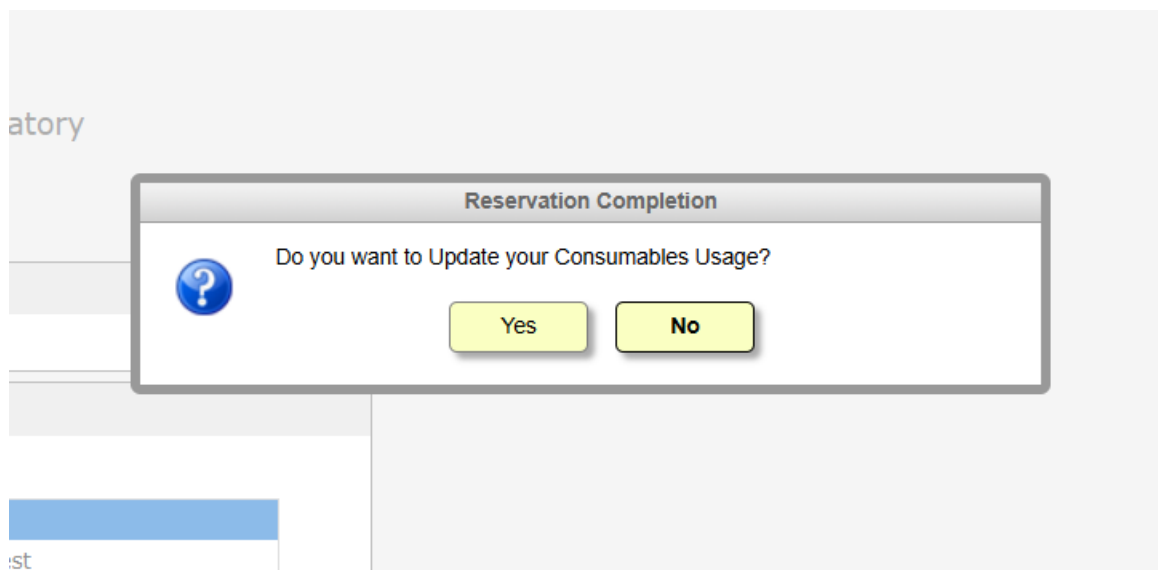
Facility	Resource	Lab
PRISMA	Prisma MRI - MRI Research	Lab, Test

- Once you have completed the scan, transferred your data, and cleaned the scanner room, you can click the STOP TIMER button. There are a couple of dialogue boxes that pop up afterwards to make sure that you're not stopping the timer in error.
- The first one looks like this:

Keeping Time in FBS



- Click “Yes” if you are done scanning, and “No” if you wish to continue scanning, or if you have not finished cleaning or transferring your data.
- The next prompt will look like this:



- Click “Yes”. Then one last prompt showing your usage will look like this:

Keeping Time in FBS

Lab and the current facility.

Schedule Resource

✓ Resource: **PRISMA(Prisma MRI)** MRI Research

	Time	Actual
Start	01-06-2026 Tue 5:30 PM	01-06-2026 05:24 PM
End	01-06-2026 Tue 6:00 PM	01-06-2026 05:27 PM

Note: Automatically Shortened **0.00:03**

Direct Pay
Study 21000

Lab Lab, Test (Test Lab)

User com, fyshgrease@gmail

Comments

[View Hourly Rates](#) [View Estimated Charges](#) [Close](#)

- Click “Close” in the bottom right hand of the dialogue box.
- That’s it! You’re all done!

NOTE: In the event you made a mistake and clicked the Start Timer button at the wrong time or clicked the Stop Timer button at the wrong time, it’s ok. Just email the [CINL Program Director](#) with your actual start and stop times for correction.