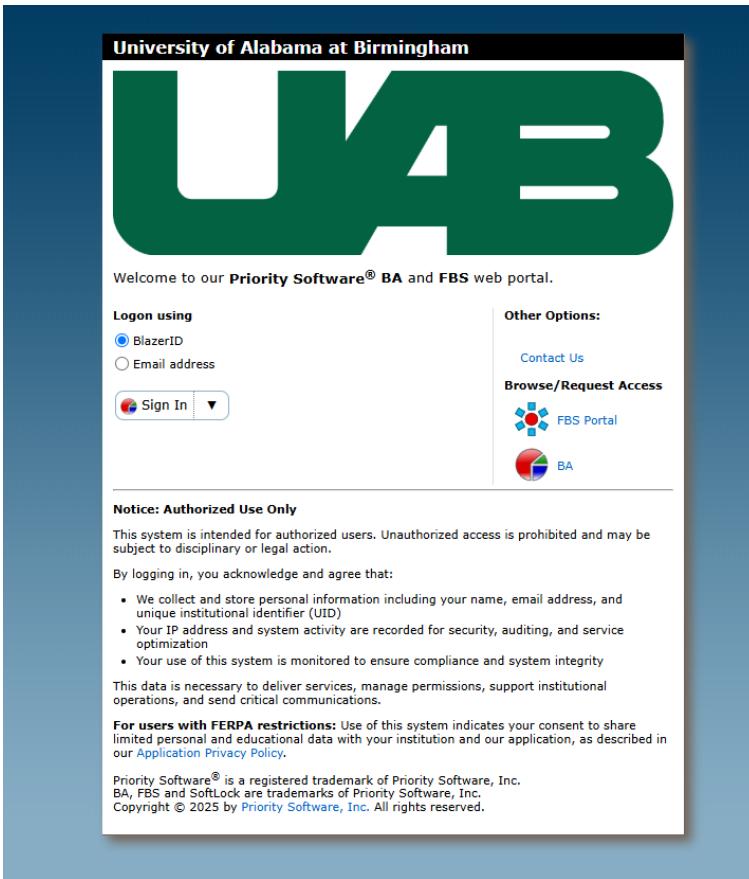


How to Schedule in FBS

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.

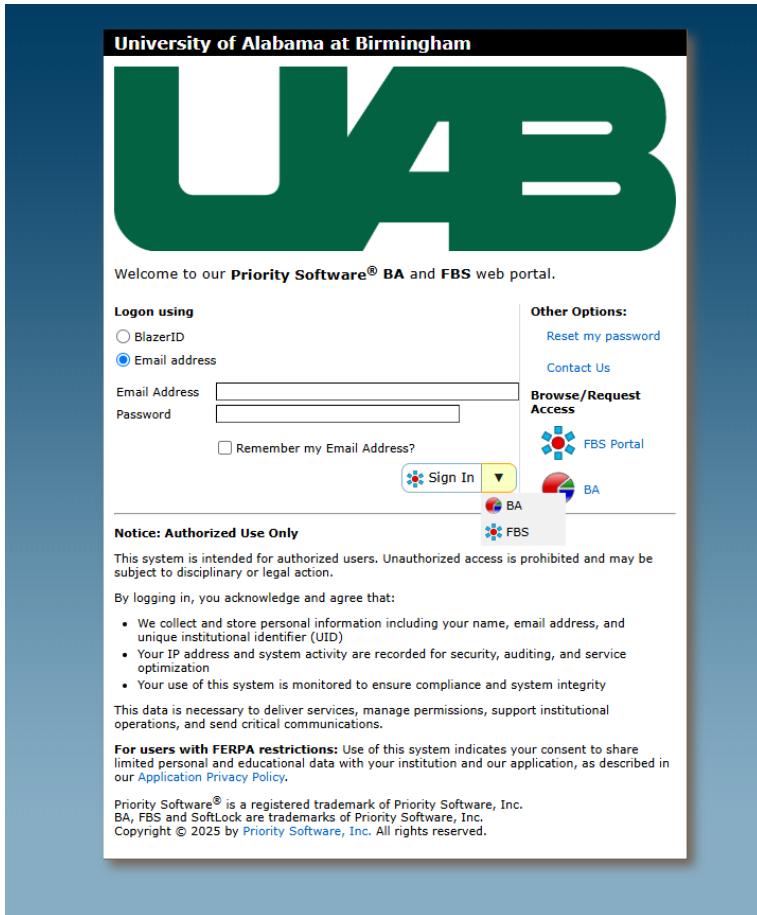
Step One: Log in.

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



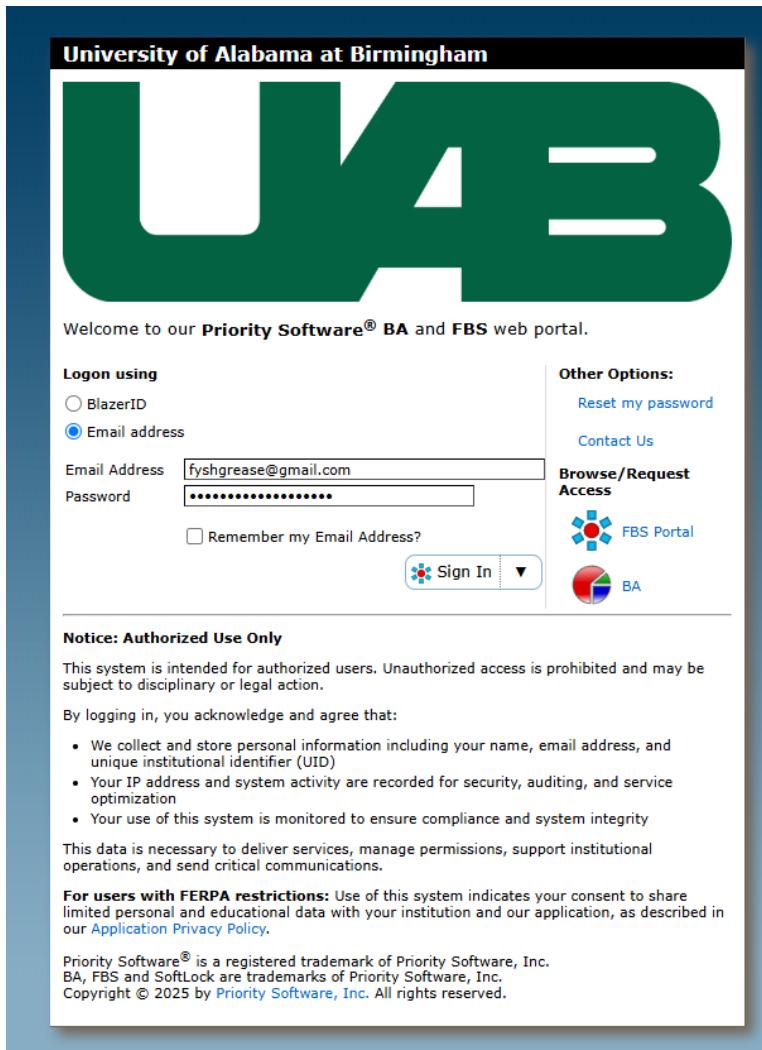
- Click the option to log in with your email address and make sure you choose the FBS logo instead of the “pie chart” logo for BA. It should look like this:

How to Schedule in FBS



- Populate the fields with your email address and password. (*Note: if this is 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 image shows the login screen for the University of Alabama at Birmingham's Priority Software BA and FBS web portal. The screen features the UAB logo at the top. Below the logo, a message says "Welcome to our Priority Software® BA and FBS web portal." The login form includes fields for "Email Address" (containing "fyshgrease@gmail.com") and "Password" (containing a series of asterisks). There are radio buttons for "Logon using" "BlazerID" and "Email address", with "Email address" selected. A checkbox for "Remember my Email Address?" is unchecked. To the right of the login form are "Other Options" like "Reset my password" and "Contact Us", and a "Browse/Request Access" section with links for "FBS Portal" and "BA". Below the login form is a "Notice: Authorized Use Only" section with a note about authorized use and a list of data collection and monitoring practices. It also includes a note about FERPA restrictions and a copyright notice for Priority Software, Inc.

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](#)

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](#).

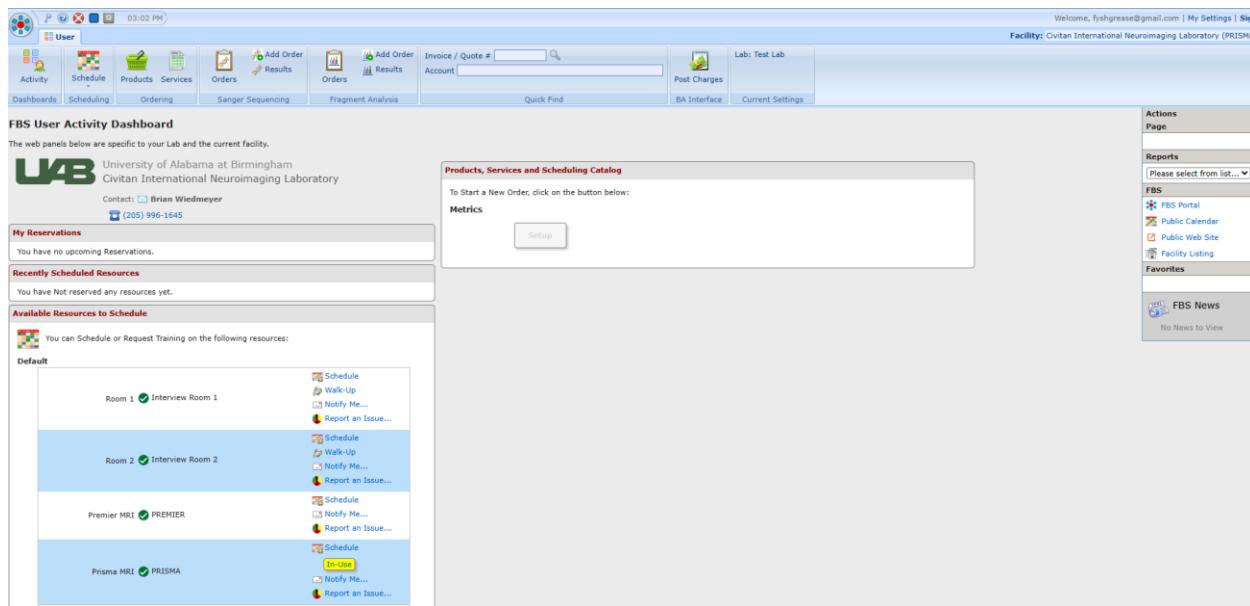
Priority Software® is a registered trademark of Priority Software, Inc.
BA, FBS and SoftLock are trademarks of Priority Software, Inc.
Copyright © 2025 by [Priority Software, Inc.](#) All rights reserved.

Now you're in!

Step 2: Schedule a Scan.

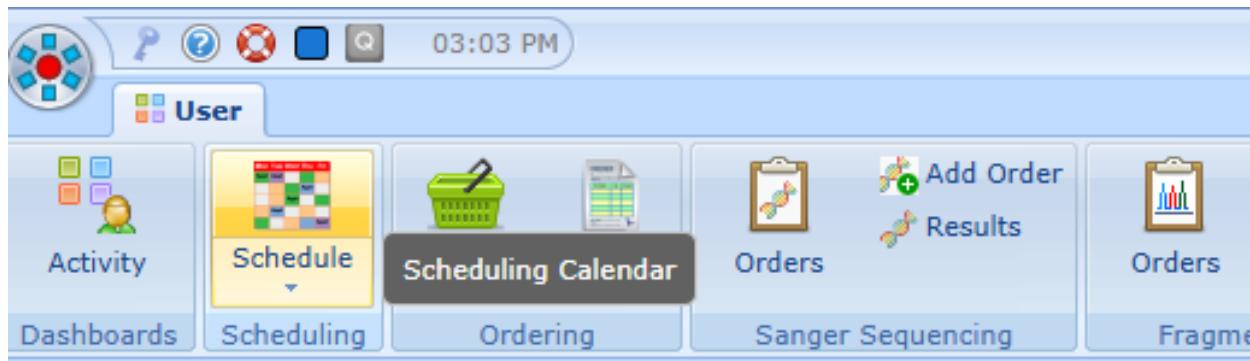
- When you log in, the next screen should look something like this:

How to Schedule in FBS



The screenshot shows the FBS User Activity Dashboard. At the top, there are navigation links for Activity, Schedule, Products/Services, Orders, Sanger Sequencing, Add Order, Add Results, Orders, and Fragment Analysis. The main content area is divided into sections: 'My Reservations' (empty), 'Recently Scheduled Resources' (empty), and 'Available Resources to Schedule'. The 'Available Resources to Schedule' section lists four resources: Room 1 (Interview Room 1), Room 2 (Interview Room 2), Premier MRI (PREMIER), and Prisma MRI (PRISMA). Each resource has a 'Schedule' button, a 'Walk-Up' button, a 'Notify Me...' button, and a 'Report an Issue...' button. On the right side, there are links for Actions Page, Reports (Please select from list...), FBS (FBS Portal, Public Calendar, Public Web Site, Facility Listing), and Favorites (FBS News, No News to View).

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



The screenshot shows the FBS User Activity Dashboard with the 'Schedule' button highlighted in a dark grey box. The other buttons are: Activity, Scheduling, Ordering, Orders, Sanger Sequencing, and Fragments. The 'Schedule' button is located in the 'Scheduling' row.

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](mailto:brian.wiedmeyer@uab.edu)

- The next screen should look like this:

How to Schedule in FBS

- The “weekly view” is in the picture, but in the “Filter Settings” section on the left, there are 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:

- 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 “UNASSISTED” 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.

Schedule Resource

Resource: PRISMA(Prisma MRI)

UNASSISTED

ASSISTED

Start 10-14-2025 End 10-14-2025

Time: 6:00 AM - 6:00 AM

Lab Lab, Test (Test Lab)

User com, fyshgrease@gmail.com

Comments

Direct Pay

Account

Project

-OR-

Study 21000

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

- 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.**

Schedule Resource

Resource: PRISMA(Prisma MRI)

Start 08-25-2025 End 08-25-2025

Time: 12:00 PM - 1:00 PM

1:00 PM

1:15 PM

1:30 PM

1:45 PM

2:00 PM

2:15 PM

2:30 PM

2:45 PM

Comments

Direct Pay

Account

Project

-OR-

Study 21000

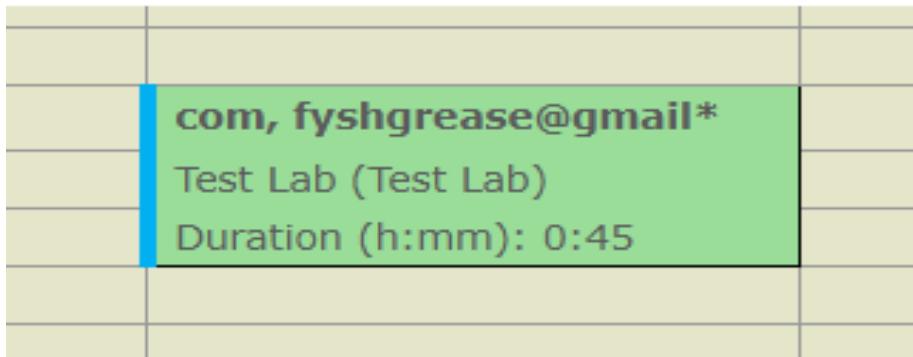
[View Hourly Rates](#) [View Estimated Charges](#)

- 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!

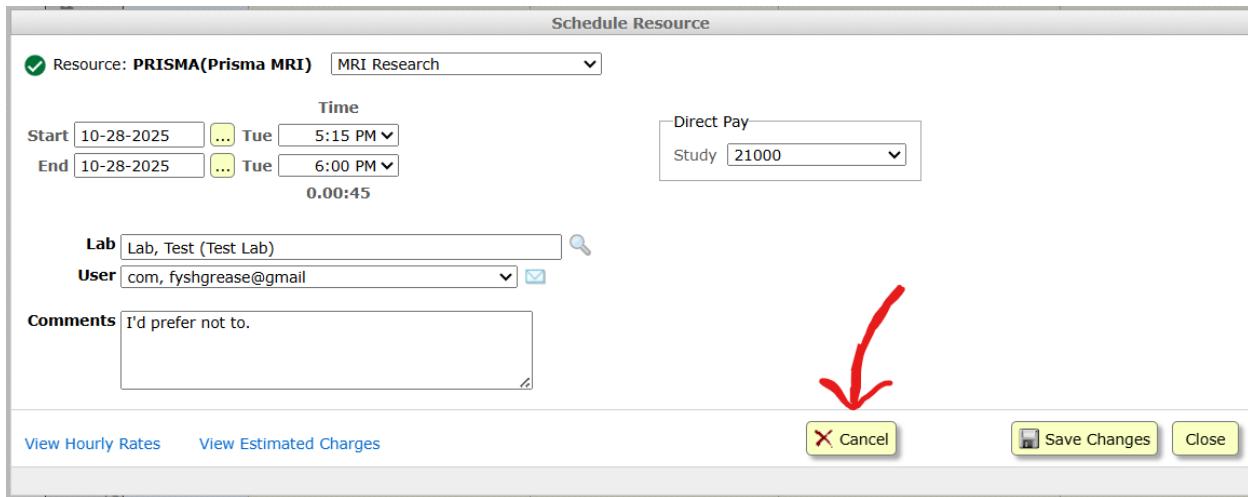
Cancellations:

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”.



- 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.

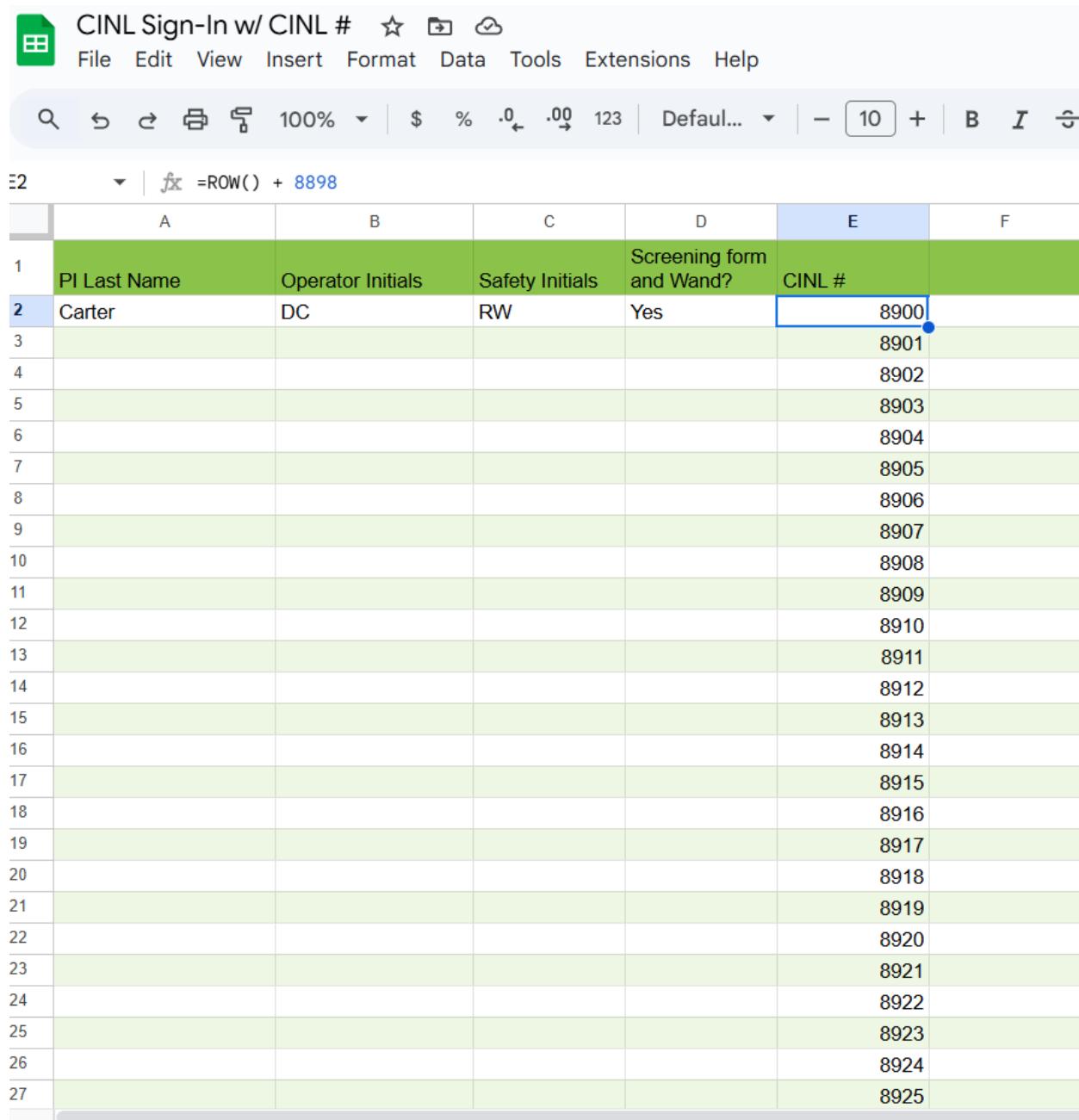
Keeping Time in FBS

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 #					
	A	B	C	D	E
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:

03:02 PM

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

Facility: Civitan International Neuroimaging Laboratory (PRISMA)

User

Activity Scheduling Products Services Orders Add Order Add Order Orders Results Orders Results Invoice / Quote # Lab: Test Lab Account Post Charges BA Interface Current Settings

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
You have no upcoming Reservations.

Recently Scheduled Resources
You have not reserved any resources yet.

Available Resources to Schedule

You can Schedule or Request Training on the following resources:

Default

Room 1 Interview Room 1	Schedule Walk-Up Notify Me... Report an Issue...
Room 2 Interview Room 2	Schedule Walk-Up Notify Me... Report an Issue...
Premier MRI PREMIER	Schedule Notify Me... Report an Issue...
Prisma MRI PRISMA	Schedule In Use Notify Me... Report an Issue...

Actions Page
Reports Please select from list...

FBS

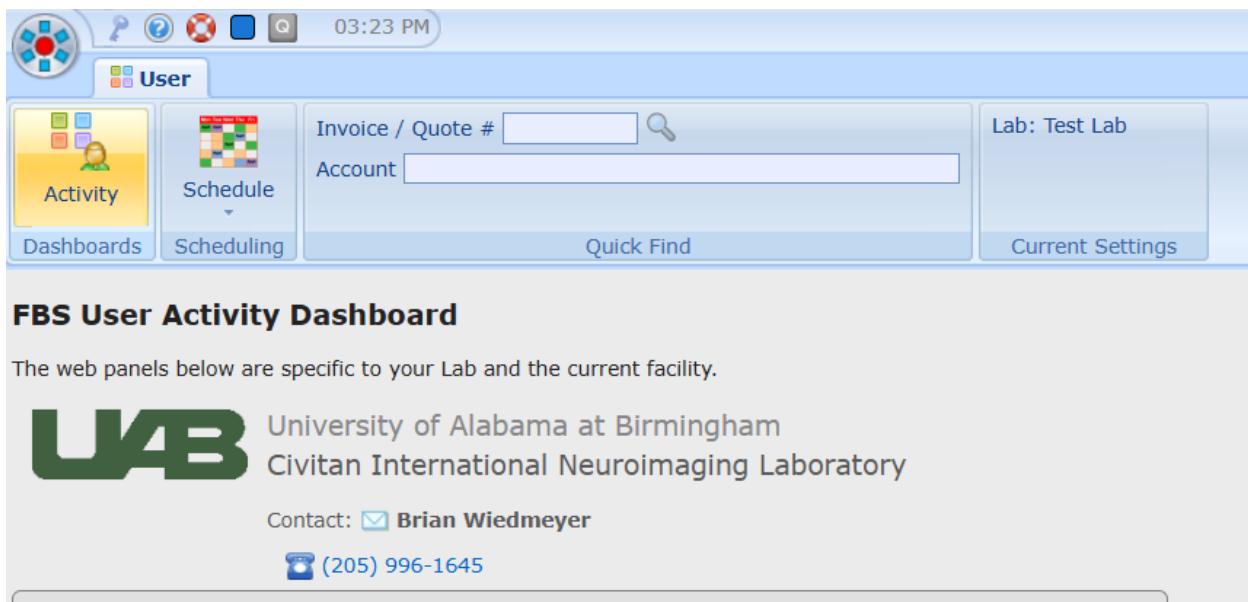
FBS Portal
 Public Calendar
 Public Web Site
 Facility Listing

Favorites

FBS News
No News to View

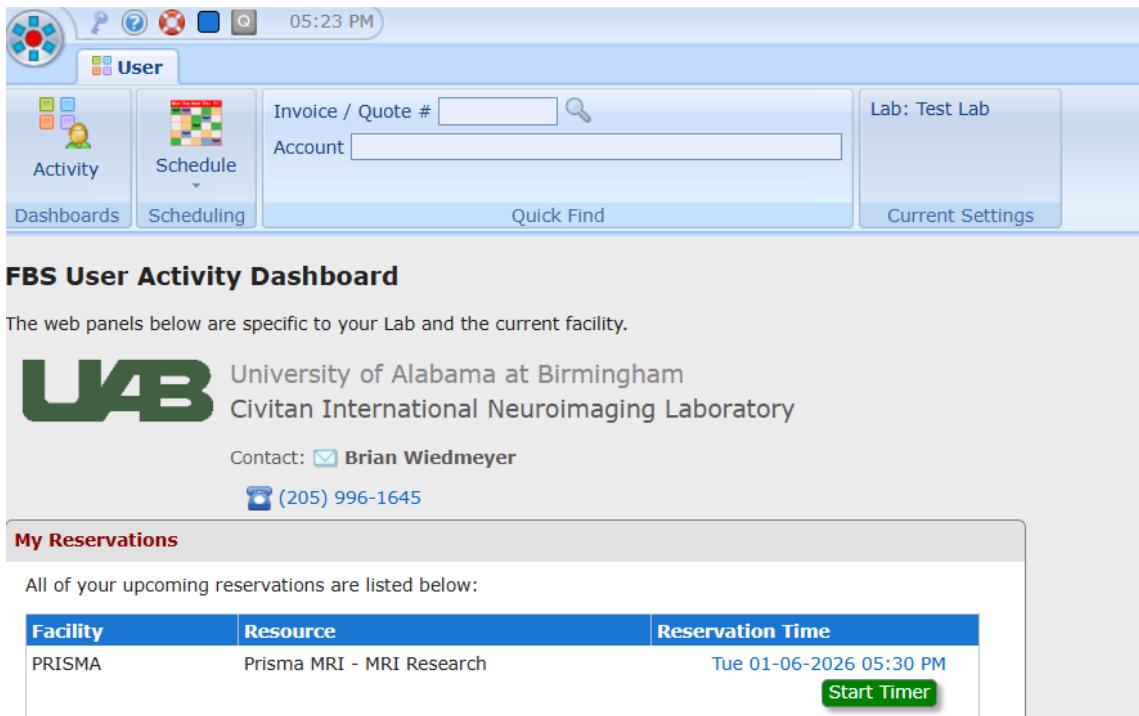
- If you were scheduling or using another feature, or if some reason, that's not the page you see, just click the “Activity” button in the top left side of the website. That will direct you to the Activity Dashboard.

Keeping Time in FBS

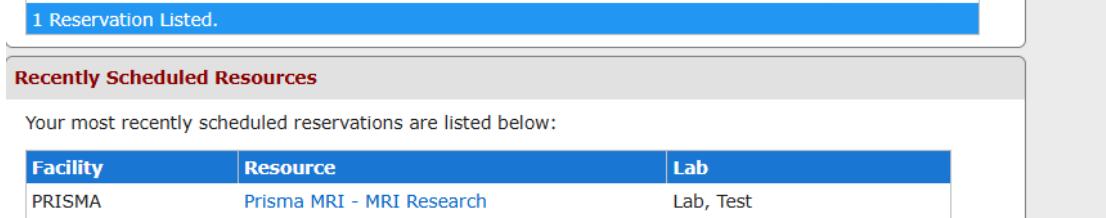


The screenshot shows the FBS User Activity Dashboard. At the top, there is a header with icons for User, Dashboards, Activity, Schedule, and Scheduling. The 'User' icon is highlighted. Below the header, there is a search bar for 'Invoice / Quote #' and 'Account', and a 'Quick Find' button. To the right, there is a panel for 'Lab: Test Lab' and 'Current Settings'. The main content area is titled 'FBS User Activity Dashboard' and contains the following text: 'The web panels below are specific to your Lab and the current facility.' Below this, the University of Alabama at Birmingham (UAB) logo is displayed, followed by the text 'Civitan International Neuroimaging Laboratory'. Contact information is provided: 'Contact: [✉ Brian Wiedmeyer](#)' and '(205) 996-1645'.

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



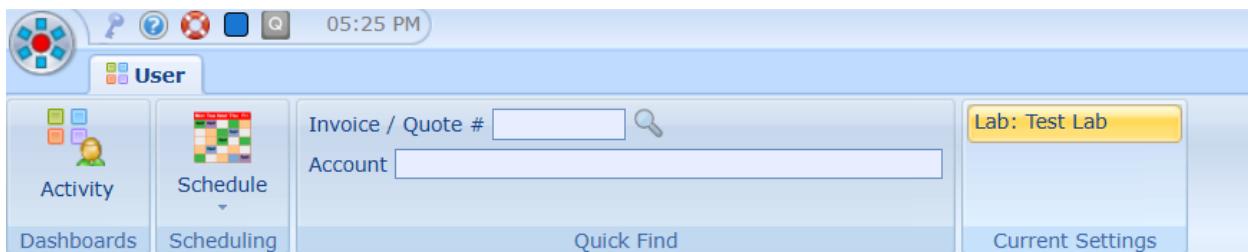
The screenshot shows the FBS User Activity Dashboard. The 'User' icon is highlighted in the header. The main content area is titled 'FBS User Activity Dashboard' and contains the following text: 'The web panels below are specific to your Lab and the current facility.' Below this, the UAB logo and contact information are displayed. A new section titled 'My Reservations' is shown, containing the text 'All of your upcoming reservations are listed below:' and a table with one row. The table has columns for Facility, Resource, and Reservation Time. The data in the table is: Facility: PRISMA, Resource: Prisma MRI - MRI Research, Reservation Time: Tue 01-06-2026 05:30 PM. A green 'Start Timer' button is located in the Reservation Time column. Below the table, a message says '1 Reservation Listed.'



The screenshot shows the FBS User Activity Dashboard. The 'User' icon is highlighted in the header. The main content area is titled 'Recently Scheduled Resources' and contains the following text: 'Your most recently scheduled reservations are listed below:' and a table with one row. The table has columns for Facility, Resource, and Lab. The data in the table is: Facility: PRISMA, Resource: Prisma MRI - MRI Research, Lab: 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.



Contact: [✉ Brian Wiedmeyer](mailto:Brian.Wiedmeyer@uab.edu)

[\(205\) 996-1645](tel:(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 Stop Timer

1 Reservation Listed.

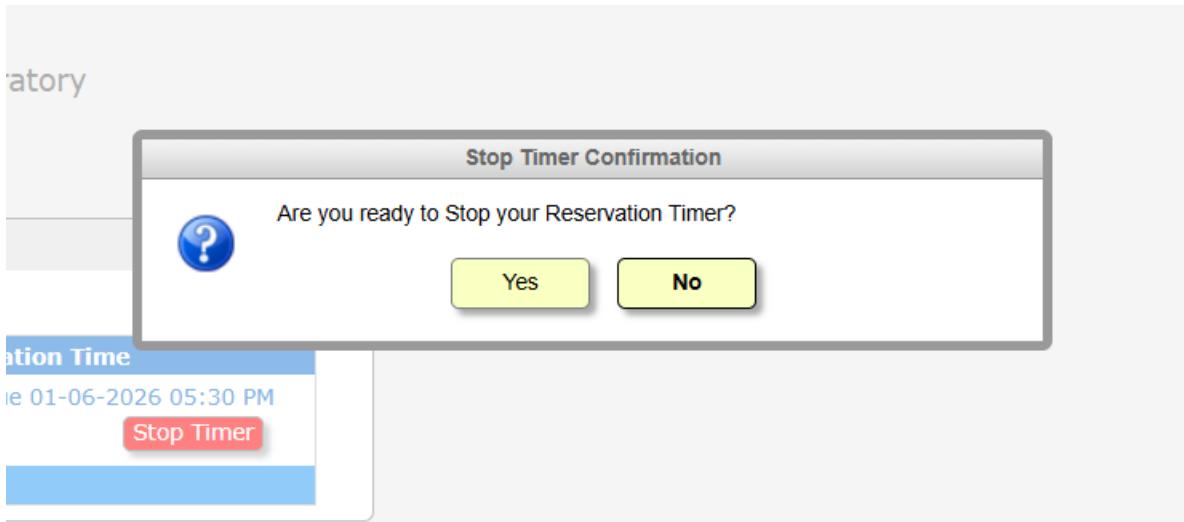
Recently Scheduled Resources

Your most recently scheduled reservations are listed below:

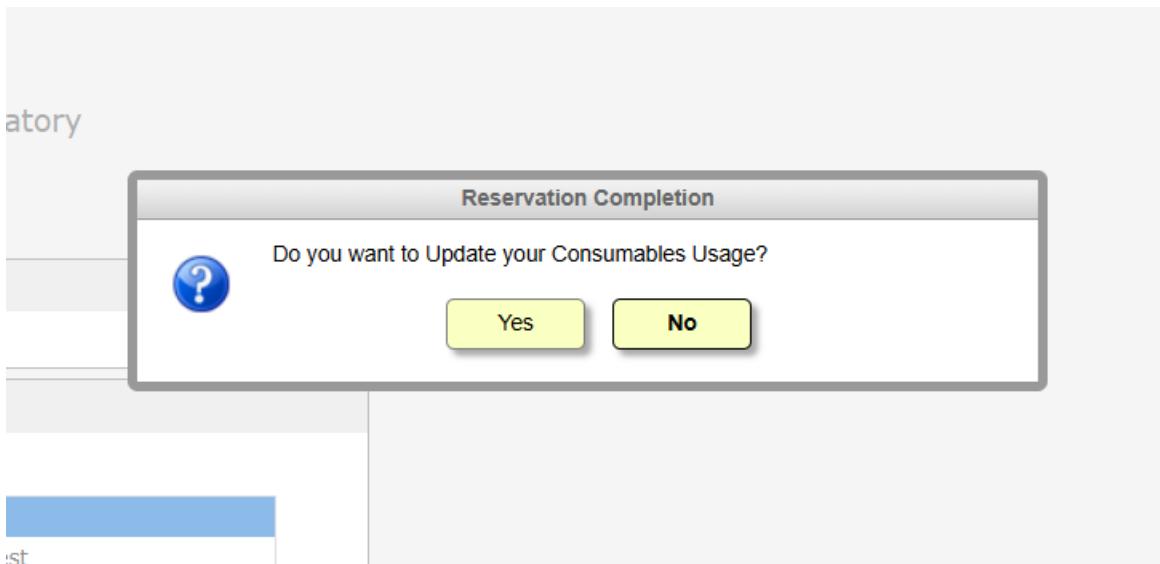
Facility	Resource	Lab
PRISMA	Prisma MRI - MRI Research	Lab, Test

- 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

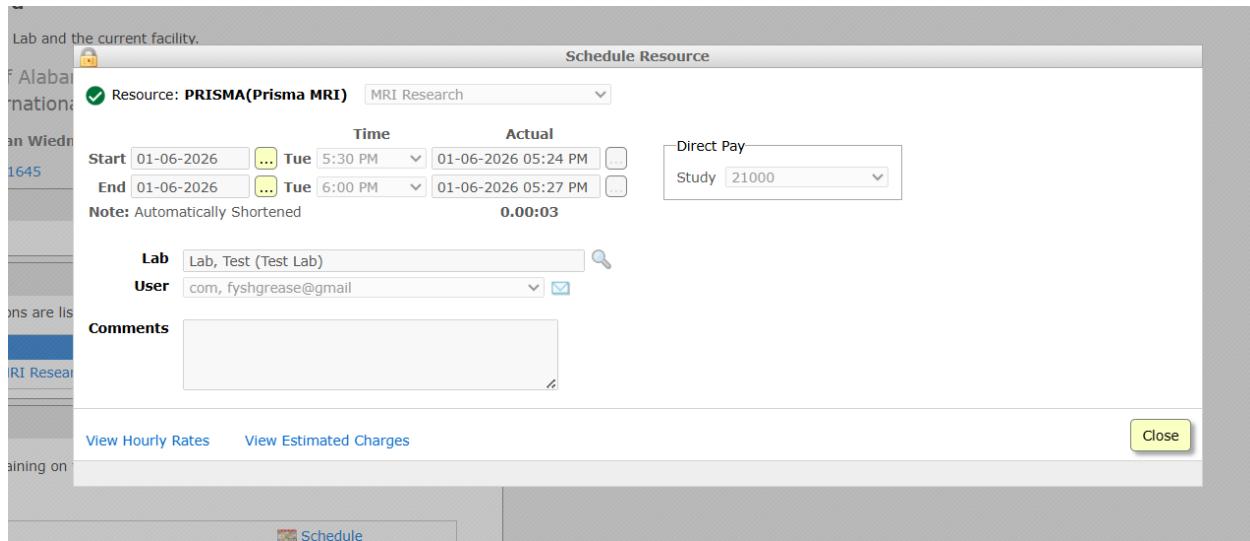


- Click “Yes” if you are done scanning, and “No” if you wish to continue scanning, or if you have not finished cleaning or transferring your data.
- The next prompt will look like this:



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

Keeping Time in FBS



- 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.