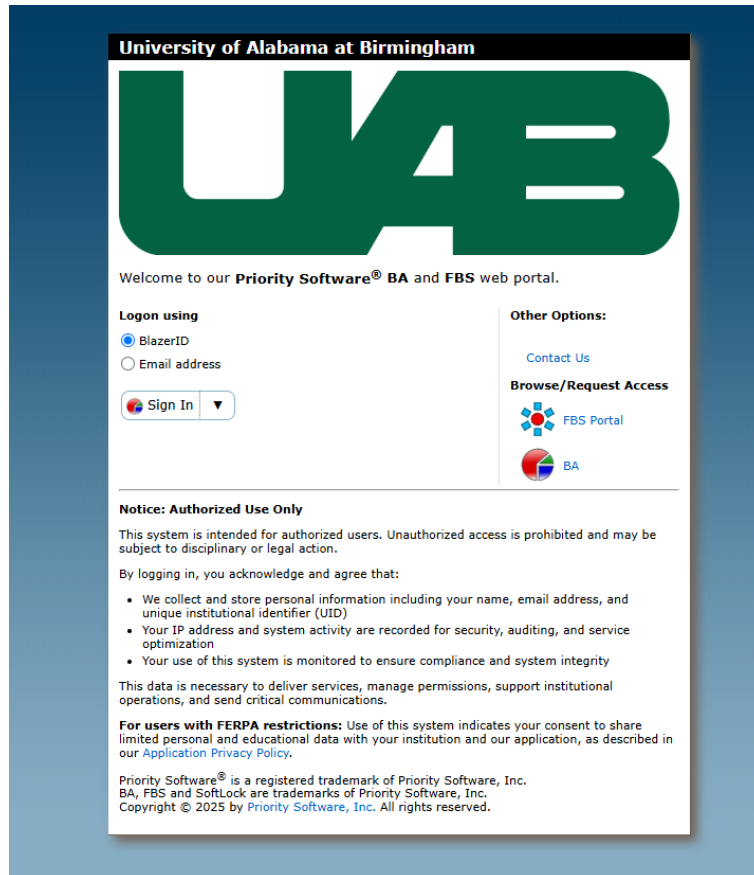


How to Schedule in FBS

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 star 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.

- 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, with a dropdown menu showing 'BA' and 'FBS' options. To the right, there are links for 'Reset my password' and 'Contact Us', and a 'Browse/Request Access' section with 'FBS Portal' and 'BA' links. 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

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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- 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 checkbox for "Remember my Email Address?" 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

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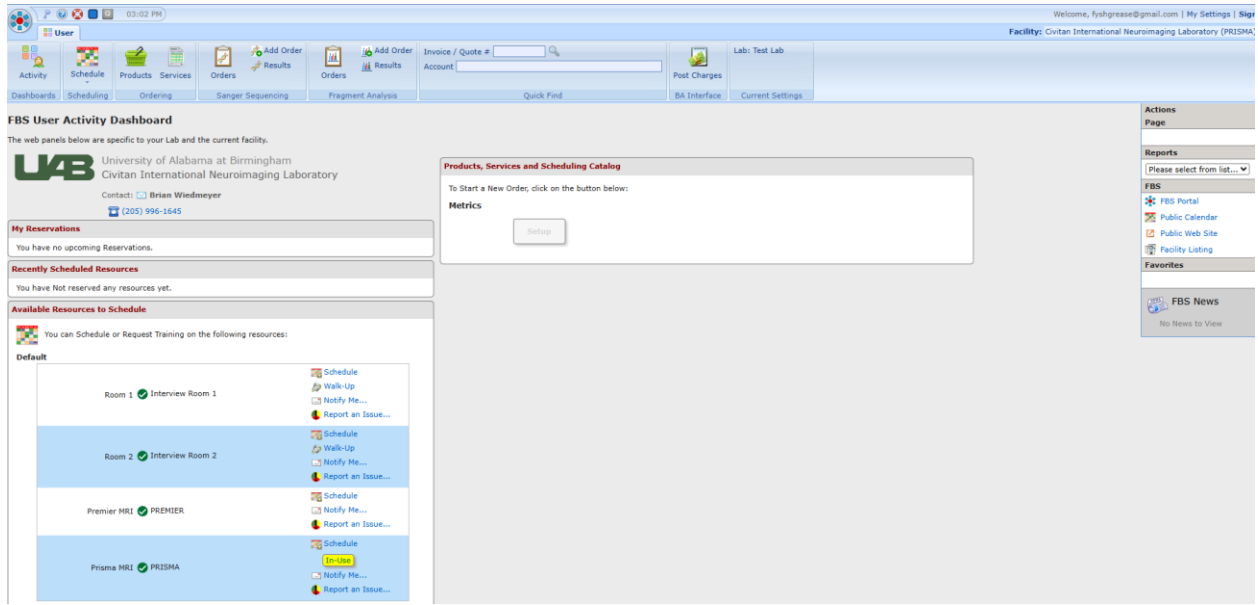
Priority Software® is a registered trademark of Priority Software, Inc.
BA, FBS and SoftLock are trademarks of Priority Software, Inc.
Copyright © 2025 by [Priority Software, Inc.](#) All rights reserved.

Now you're in!

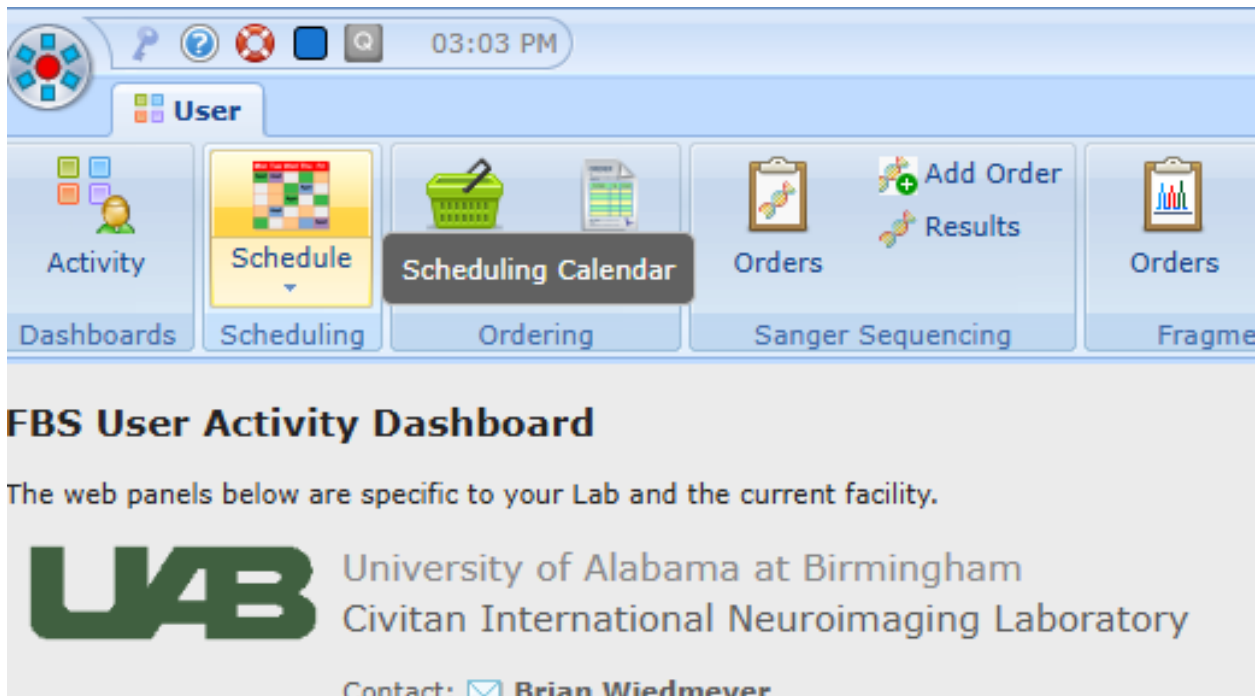
Step 2: Schedule a Scan.

- 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, fydgrease@gmail.com | My Settings | Sign Out

Facility: Civitan International Neuroimaging Laboratory (PRISMA) z

Activity

Schedule

Products

Services

Orders

Add Order Results

Account

Invoice / Quote #

Lab: Test Lab

Quick Find

Post Charges

BA Interface

Current Settings

My Reservation

Unassigned Use

Assigned Use

Training

Maintenance

Options

Resource Group [All]

Category [All]

Resource
(Click to Select Resource)

The Schedule Filter is being used for a Customized View.

Reserv 2025

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

Page

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

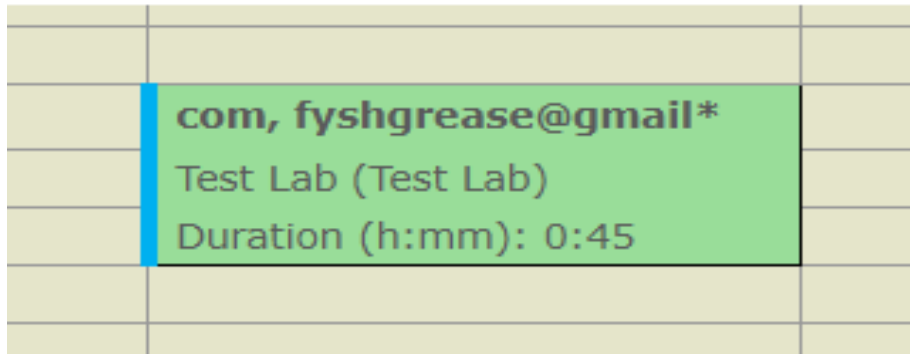
[View Hourly Rates](#) [View Estimated Charges](#) [Save Changes](#) [Close](#)

- 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!

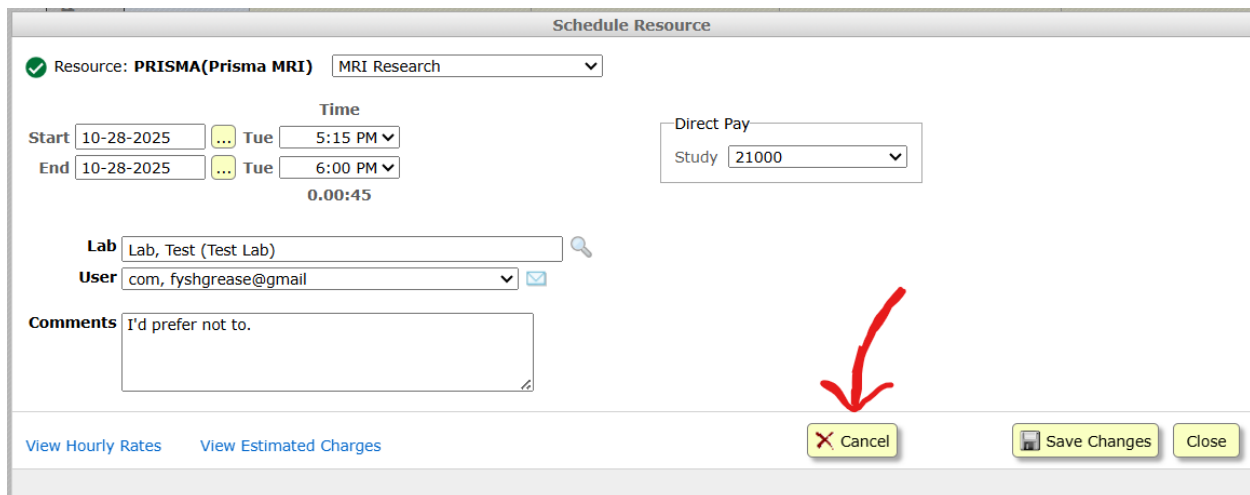
Cancellations:

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.