

New MacLIMS users

To register for an account:

1. Complete the registration form on the [sign-up page](#).
2. Account information will be sent to your email for your approval, along with a default password.
3. Once your supervisor has approved you as a member of their group, you will be able to login.

To Create a Training Request:

Using your MacLIMS login credentials, you can place an equipment training request.

1. To login go to: maclims.mcmaster.ca
2. Enter your login credentials (it is recommended to change the default password to something of your choosing).
3. Select Account -> Training Status and click the green "request training on instrument" button.
4. Select the instrument you would like trained on and a CMCB staff member will follow-up with you directly.
5. Under Account -> Training Status you will also see the SOP for any equipment that you have requested training on. To read the SOP, open the link in a new tab. Please read the SOP prior to attending in-person training.

To Create an Equipment Reservation:

Please note that you will only be able to book equipment that you are trained on. To request equipment training, please follow the instructions above.

1. To login to the CMCB go to: maclims.mcmaster.ca
2. Enter your login credentials.
3. Select Booking -> CMCB -> Select the instrument category -> Select the instrument calendar
4. Click and drag on the time frame you would like to schedule your reservation for.
5. A window will pop up that will allow you to verify and save your reservations details.