Accessing the Musculoskeletal Laboratory (MSL) Sharepoint Calendar and Documents:

1. Go to http://academics.uky.edu/cohs/lab/msl/default.aspx
   a. Enter in your user name and password (use appropriate ad\ or mc\ domain prefixes.
2. On the top menu bar of Sharepoint page, go to Laboratories.
   a. Select MSL
3. On the MSL page select the appropriate folder on the left of the screen.
   a. Calendar – schedule events and equipment in the MSL.
   b. Tasks – schedule or view upcoming tasks that need to be performed in the MSL.
   c. Shared Documents – view, upload, and download relevant documents associated with studies in the MSL.
4. Announcements
   a. Please add any announcements relevant to the maintenance and function of the MSL.
   b. If there are equipment problems or maintenance issues, please list them under announcements.
   c. Please also email Dr. Tim Uhl about any MSL problems/issues.

Scheduling the MSL and equipment:
In order to schedule the laboratory, click the "New" icon at the top left of the calendar.

In the next dialogue box please enter the following information:

Title: Your User Name, the equipment you will be using.

Location: Musculoskeletal Lab or where the equipment will be used (outside lab testing).

Start and End Times set as appropriate.

Description: Please enter 1) the study, 2) the investigator name, and 3) the faculty advisor (for students).

All Day Event: Not applicable

Recurrence: As applicable

Workspace: Not applicable

Click "OK" and check calendar to make sure information is appropriately logged.

If checking equipment out of the lab, please also fill out the appropriate section in the equipment sign out book located in the Musculoskeletal Lab.