The booking service is available for all registered researchers.

All users have to be registered in IRBLleida INTRANET and in the BOOKING SERVICE

For NEW USERS:

A. Send an updated CV to info@irbleida.cat, including recent contact details and current position in the institution (UdL, HUAV, HSM-GSS, Primary Care, ...)

B. You will receive an e-mail with your INTRANET username and password.

1. Visit IRBLleida’s website (www.irbleida.cat) and click “Intranet” section on the left hand side panel.

2. Log in in IRBLleida’s Intranet:

   Usuari: your e-mail
   Clau = personal password

If you cannot log in, probably:
1) You’re not yet a registered user
2) You don’t remember your password
3) You don’t remember the e-mail you indicated for registration as new user

Ask for help: info@irbleida.cat
3. Once logged in INTRANET, click in “Reserves de Material” (3A) on the left hand side panel.

4. If you are a registered user in the booking service, go to step 6.

5. If you’re not yet registered: click on “Formulari de Registre” (5A), fill in the form with all the required information (5B) and finally submit your register (5C).
6. Start session (6) with your username and password

7. Select the location/equipement to book (7A) in order to check its availability. 7B – Non available. 7C – Click the (+) for new booking
8. Add your new booking event filling the event booking form:

9. Check your booking (9A) and use the user options to modify your event (9B)