



TUTORIAL I

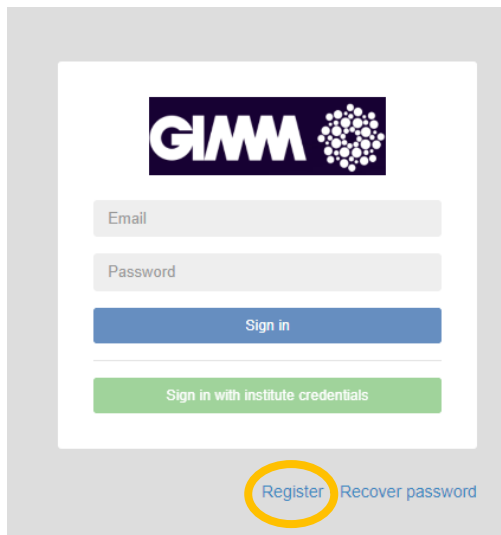
Create New User on Agendo

AUTHOR: Ana Biscaia Santos

APPROVAL: Joana Rodrigues

TUTORIAL I – Create New User on Agendo

1. Go to the website: [Agendo - Login \(agendoscience.com\)](https://agendoscience.com)
2. Click on “Register”



3. Fill in the information in the pop-up screen:

Create a new account

E-mail:
E-mail

First name:
First name

Last name:
Last name

Mobile:
Mobile

Phone:
Phone

Phone extension:
Phone extension

Institute:
Choose an option

Group:
Choose an option

Request access to:
Select the resources you wish to use:
Resources

Select the request class you wish to have access:
Products

Leave a comment:
It will be sent to the manager along with your request

I agree with [Agendo's Terms of Use](#)

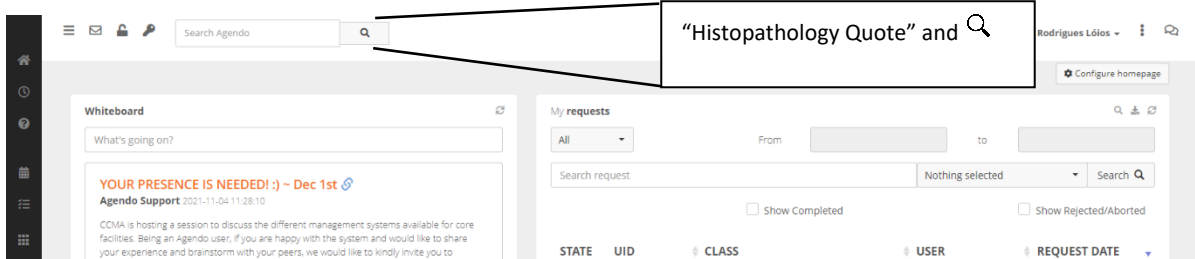
If your Institution/ Group is not listed, please contact IT Support <imm-itsupport@medicina.ulisboa.pt

Histology Quotes

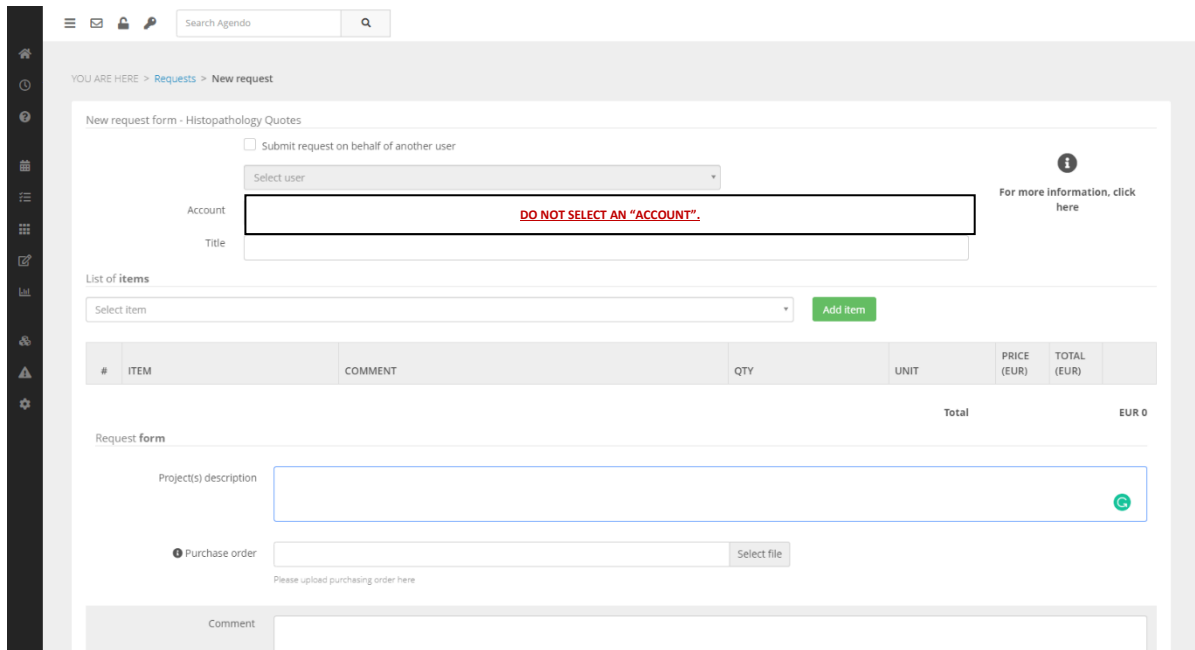
Brief project description and the date of the meeting previously had with the facility staff

After filling the form, please agree with “Agendo’s Terms of Use” and **Submit**.

Once you receive a confirmation e-mail with permission to request a “Histology Quote”, please login to Agendo and go to “Search Agendo” tab (top-left corner) and write “Histology Quote”:



4. Open the class –a window similar to the one bellow should appear:



5. Fill the form, however, **do not select an “Account”**.
6. Press **Submit**.
7. From this point on communication will be done through Agendo.
8. Once you receive the quote, place a comment indicating that you accept the fee for the service.
9. Upload a Purchase Order (PO) or *Nota de Encomenda* (NE) to the request so that the Accounting Team can load money into your virtual account.
10. Now that you have everything set up, you can use the facility (Tutorial II).

**VERSION CONTROL**

Number of Version	Date of version	Summary of changes
V1	27-09-2024	Original version