

New LMSI on-line scheduling via Stevens Gateway

When you qualified and became LMSI users, you will receive an **e-mail** from **postmaster@gateway.stevens.edu** and the title of this e-mail is “**Sakai New User Notification**”. This e-mail sends the log in information of Sakai, i.e., the LMSI’s on-line scheduling service. If you didn’t receive this e-mail, you are either not registered in LMSI user list or your e-mail system blocked this incoming e-mail. Either way, please come to see Dr. Tsengming (Alex) Chou at Burchard B-004 (x8310) or e-mail me (tchou@stevens.edu) the problem. Sooner you open this e-mail, you will find your user ID and temporary password. You can use it to log on Stevens Sakai Gateway at (<https://gateway.stevens.edu/portal>).

How to log in and change the log in password:

1. Obtain the user id and password from the Sakai post master
2. Open the web browser and go to <https://gateway.stevens.edu/portal>.
3. Use the user id and password provided from the e-mail to log in Sakai service
4. As soon as you login, you are on “My Workspace” site. You will also have the access to the “LMSI” site when you log in
5. Under “My Workspace” site, you can modify **the personal information** and log in **password** under the “Account” page

How to use LMSI on-line scheduling service:

1. Log in to the Stevens Sakai Gateway
2. Go to “LMSI” site
3. Click and select “LMSI Calendar” page ¹
4. Now, you can use “Add” function to add a new scheduling event
 - a. Click and select “Add”
 - b. Give a proper “**title**” for this new event, for example, TEM: Alex Chou (i.e. Instrument name + user name)
 - c. Pick up a **date, starting time**, and **duration** of this new event
 - d. Write any message you want for your own reference regarding to this event
 - e. Add the **event location** base on the type of instruments you plan to use at LMSI, i.e., **SEM, TEM, AFM**, and **Nikon**.
 - f. Click and select “save event” to save the changes. Now, you will see this event added to LMSI calendar

How to modify/delete the existing event:

1. Lo in to the Stevens Sakai Gateway¹
2. Go to “LMSI” site and select “LMSI calendar” page

¹ Please make sure you are editing “LMSI calendar” under the “LMSI” site. You will also have a personal “calendar” under “My Workspace” site and it confuses some users.

3. Click and select the existing event that you are about to modify/delete, the event detail will be displayed and the “Modify” and “Delete” function will become available

There is more than just scheduling in LMSI Sakai service. For example, we provide a Wiki, announcement, E-library (inside the “Resource” page), and more. Look around and see if you want to participate your work! Please also send your comments to the site manager – Dr. Tsengming (Alex) Chou for the feature of the LMSI service!