

Getting Started in Calpendo for CFMI Users



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The Center for Functional and Molecular Imaging (CFMI) uses Calpendo for all scheduling and invoicing as of Fall 2025. This guide is intended to aid users in **registering for an account, joining a project, booking and cancelling appointments, and viewing invoices.**

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Accessing CFMI Calpendo

Use of the CFMI Calpendo system requires an account, which is available to those with active projects at the center (including external collaborators).

Navigate to CFMI Calpendo:

- Go to the CFMI Calpendo website: <https://georgetown-cfmi.calpendo.com/>.
- Or use the Calpendo button on the [Request an Appointment](#) page of our website.

Requesting an Account and Logging In

1. Select **Register New User** on the login page.



2. Select **Create a local account**.



3. Complete the New User Registration form based on your affiliation:

	Username	Email
Georgetown (Internal)	netID (e.g. <i>jd1234</i>)	Georgetown email address (e.g. @ georgetown.edu)
External	In lowercase: <i>first.middleInitial.last</i> (e.g. <i>john.m.doe</i>)	Affiliated institution email (e.g. @ va.gov , @ gwu.edu , @ american.edu)

4. Select **Register**.

Important Notes:

- Requests that do not follow the above format may be denied.
- No group/team/lab emails should be used. Each account must be tied to one safety-trained individual.

Once submitted:

- CFMI staff will review your request
- You will receive a confirmation email at the provided email when your account has been approved.
- If you have not received confirmation within 48 hours, email cfmi-scanning-team@georgetown.edu.

To Log In: Use the username and password created during registration.

Password Help

Contact CFMI staff to request a password reset. You will be prompted to reset your password at the next login attempt.

Calpendo Account Types

Upon approval, CFMI staff will assign you an account type. Each **project** is allowed a set number of each account type.

September 2025 Update: Each project is allotted a maximum of **4 accounts, divided between User and Viewer types as needed**. Observers do not count towards this total. See our FAQ section for more information.

	User	Viewer	Observer
Log in to Calpendo	X	X	
Request project membership	X		
View resource calendars	X	X	
Request project bookings	X		
View project invoices	X		
Receive project notifications (invoices, reports) via email	X		X
Number of accounts per project	4		Unlimited

Typical account assignments:

User

Study staff who need to schedule bookings, cancel bookings, view the calendar, and receive invoices

- Person in the research group who schedules participants
- Ex: lab manager, research assistant, graduate student, post-doctoral student
- Each account must be associated with one safety-trained individual (no group/lab email accounts)

Viewer

Study staff who need to view the calendar

- People in the research group who attend visits with participants but do not schedule participants

- Ex: lab manager, research assistant, graduate student, post-doctoral student
- Account can be associated with any institution email, including group/lab email accounts

Observer

Study staff who need to receive invoices

- People in the research group who manage the study
- Ex: lab manager, principal investigator, finance manager
- Account can be associated with any institution email, including group/lab email accounts

Navigating the Menu Bar

Calendars

Calendars display the availability for each resource. Resources are CFMI's bookable facilities and equipment. Currently available resources:

- Prisma 3T MRI Scanner
- Behavior/Mock Scanner Room
- NIRS Room
- Stimulus Computer

Tips:

- To view multiple resources on the calendar side by side, hold **SHIFT** while selecting each resource in the left-hand **Resources** panel.



- Each resource is represented by a different color. The calendar is also color-coded to indicate times that are booked, available, or unavailable.

Bookings

View and manage your existing bookings. You can edit or cancel confirmed bookings, or check the approval status of requested bookings.

Projects

View all existing projects and request membership to associated projects.

Usage

View usage reports for your project(s). Track scan hours, charges, and resource utilization.

Search

Search bookings, projects, or users.

Help

Access Calpendo's built-in help documentation. To contact CFMI staff, email cfmi-scanning-team@georgetown.edu.

Creating a New Project

Coming Soon!

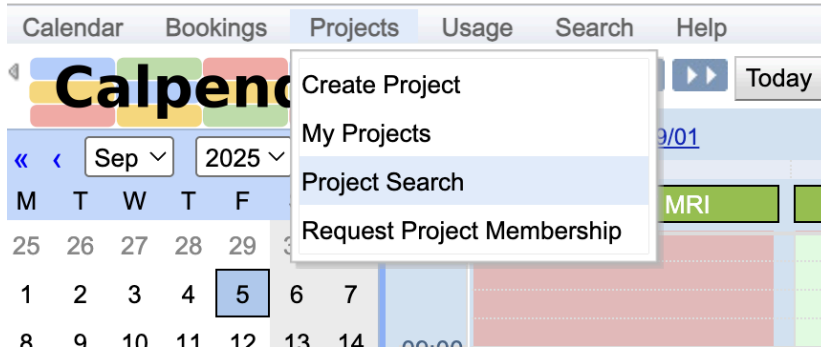
September 2025: All existing projects have been created in Calpendo by CFMI staff based on existing information.

Until further notice, CFMI staff will create all new projects in Calpendo during project development. To request a new project, see our website page on [New Projects: Getting Started](#).

Viewing Projects and Requesting to Join an Existing Project

[View All CFMI Projects](#)

1. In the top menu, under **Projects**, select **Project Search**.

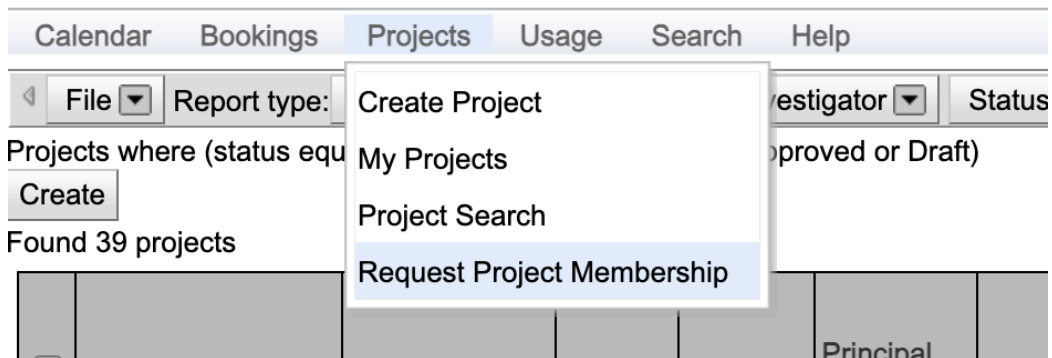


Request Project Membership

1. Find the project you want to join and make note of the value in the **Project Code** column.
 - a. Project codes follow the format: PI-ProjectShortname
 - b. If you are unable to find your project on the complete project list, you can also use the filtering options to narrow down the displayed projects or sort by a column by pressing the column header.

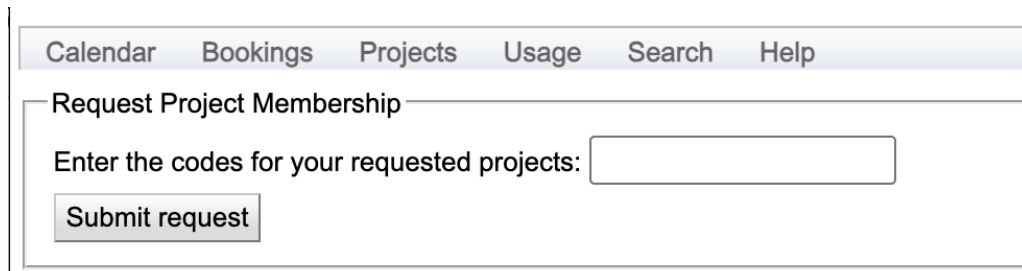
<input type="button" value="File"/> <input type="button" value="Report type: List"/> <input type="button" value="Type"/> <input type="button" value="Principal Investigator"/> <input type="button" value="Status"/> <input type="button" value="Conditions..."/> <input type="button" value="Columns..."/> <input type="button" value="Reset"/> <input type="button" value="Go"/> <input checked="" type="checkbox"/> Autorun													
Projects where (status equals Requested or Restricted or Approved or Draft)													
<input type="button" value="Create"/>													
Found 39 projects													
<input type="checkbox"/>	Formal Project Title	Project Code	Type	Status	Principal Investigator	Version	Created	Updated	Number Of Subjects	IRB Number	Participant ID Pattern	Georgetown Affiliated?	If a is d
<input type="checkbox"/>	CFMI Meetings	VanMeter-Meetings	No Charge	Approved	sa2070 (Stephanie Araki)	7	18 Jun 2025 19:13	19 Aug 2025 13:36				true	N
<input type="checkbox"/>	GWI - DOD - Confirmation of the Low-Glutamate Diet as a Treatment for Gulf War Illness	Holton-GWI	Internal	Approved	sa2070 (Stephanie Araki)	5	30 Jun 2025 14:55	8 Aug 2025 15:34			AUGWI###	true	N
<input type="checkbox"/>	CFMI QA/QC	VanMeter-QA	No Charge	Approved	sa2070 (Stephanie Araki)	7	6 Aug 2025 14:17	19 Aug 2025 13:37			QA_#ch	true	N
<input type="checkbox"/>	A functional study of neural injury to the frontostriatal circuits in HIV+ adults	Jiang-Frontostriatal	Internal	Approved	sa2070 (Stephanie Araki)	7	8 Aug 2025 15:28	19 Aug 2025 13:17			XJ-FS-2025-####	true	N
<input type="checkbox"/>	CFMI Maintenance	VanMeter-Maintenance	No Charge	Approved	sa2070 (Stephanie Araki)	4	8 Aug 2025 15:48	19 Aug 2025 13:36				true	N
<input type="checkbox"/>	CFMI Teaching	VanMeter-Teaching	No Charge	Approved	sa2070 (Stephanie Araki)	5	8 Aug 2025 15:49	19 Aug 2025 13:37				true	N
<input type="checkbox"/>	Parabolic Frontal... (Greenwolf...				sa2070								

2. In the top menu under **Projects**, select **Request Project Membership**.



The screenshot shows the top navigation bar with tabs: Calendar, Bookings, Projects, Usage, Search, and Help. The 'Projects' tab is active, and a dropdown menu is open, showing options: Create Project, My Projects, Project Search, and Request Project Membership (which is highlighted). Below the menu, there is a 'File' dropdown, a 'Report type:' field, and a 'Create' button. To the right, there is a 'Investigator' dropdown and a 'Status' dropdown. Below these, it says 'Projects where (status equ' and 'Found 39 projects'. A table is partially visible with a column labeled 'Principal'.

3. Enter the **Project Code**.

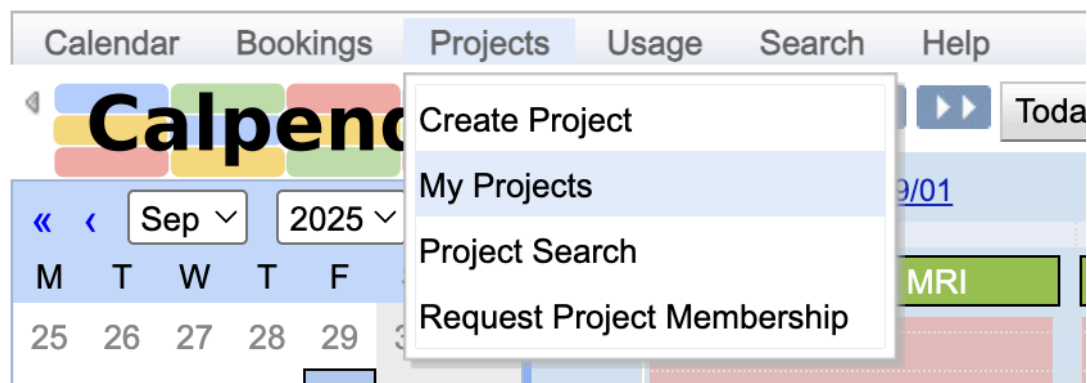


The screenshot shows the 'Request Project Membership' form. It has a navigation bar with tabs: Calendar, Bookings, Projects, Usage, Search, and Help. The 'Projects' tab is active. Below the tabs, there is a section titled 'Request Project Membership'. Inside this section, there is a text input field labeled 'Enter the codes for your requested projects:' and a 'Submit request' button.

4. CFMI staff will review and approve project membership requests in coordination with the project's PI.

View Your Projects

1. Once you have become a member of a project, you can see all associated projects by selecting **My Projects**.



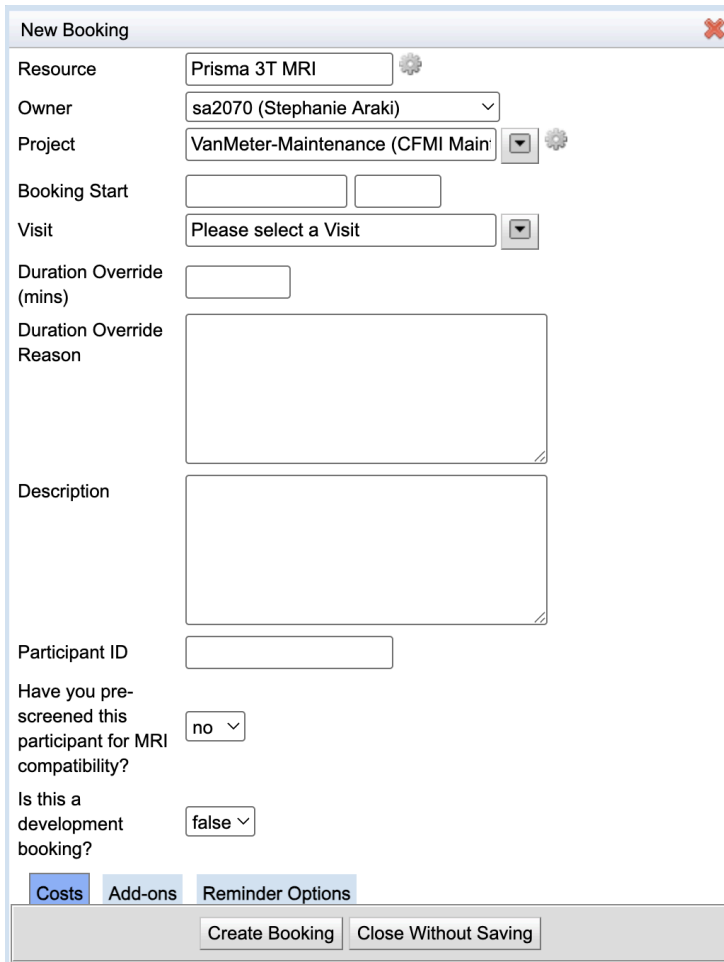
The screenshot shows the Calpendo interface with a large 'Calpendo' watermark. The top navigation bar has tabs: Calendar, Bookings, Projects, Usage, Search, and Help. The 'Projects' tab is active, and a dropdown menu is open, showing options: Create Project, My Projects (highlighted), Project Search, and Request Project Membership. Below the menu, there is a calendar view for September 2025, showing dates 25, 26, 27, 28, and 29. To the right, there is a 'Today' button and a date '9/01'. Below the calendar, there is a green box labeled 'MRI'.

Booking a Resource

To book any resource on the calendar, a user account must be associated with at least one project. Calpendo automatically enforces many of CFMI's ethical booking guidelines. See the full Ethical Booking Policy on our [website](#).

Weekday Scanning Booking

1. Navigate to the calendar for the resource you want to book (Scanner, Behavioral Room, NIRS Room, Stimulus Computer).
2. Click on the empty space on the calendar to bring up the **New Booking window**.



New Booking

Resource: Prisma 3T MRI

Owner: sa2070 (Stephanie Araki)

Project: VanMeter-Maintenance (CFMI Main)

Booking Start: [] []

Visit: Please select a Visit

Duration Override (mins): []

Duration Override Reason: []

Description: []

Participant ID: []

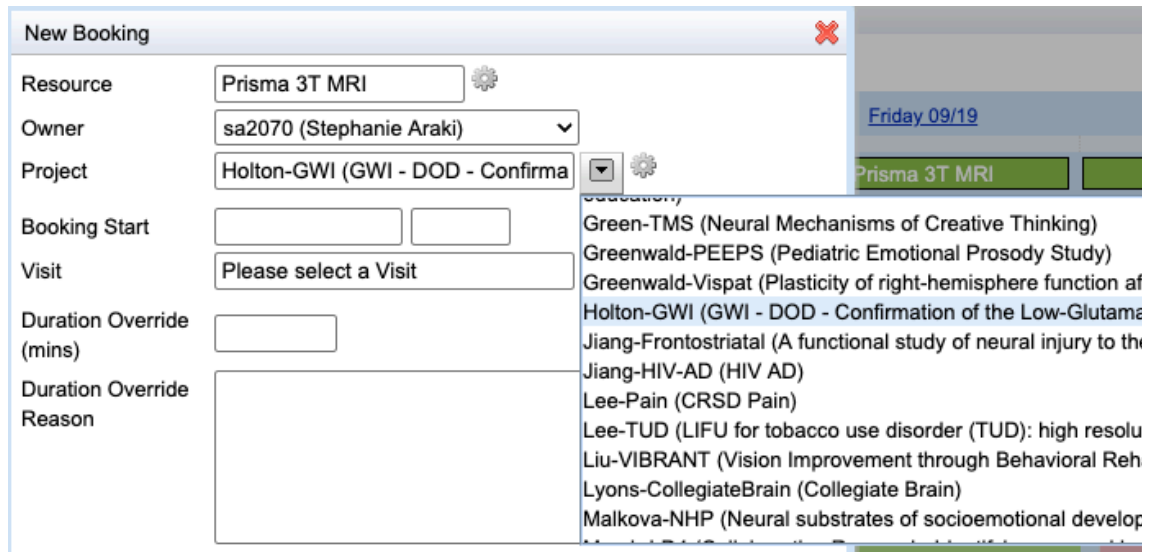
Have you pre-screened this participant for MRI compatibility? no

Is this a development booking? false

Costs Add-ons Reminder Options

Create Booking Close Without Saving

- If you are associated with more than one project, select the **Project** for the booking from the dropdown.



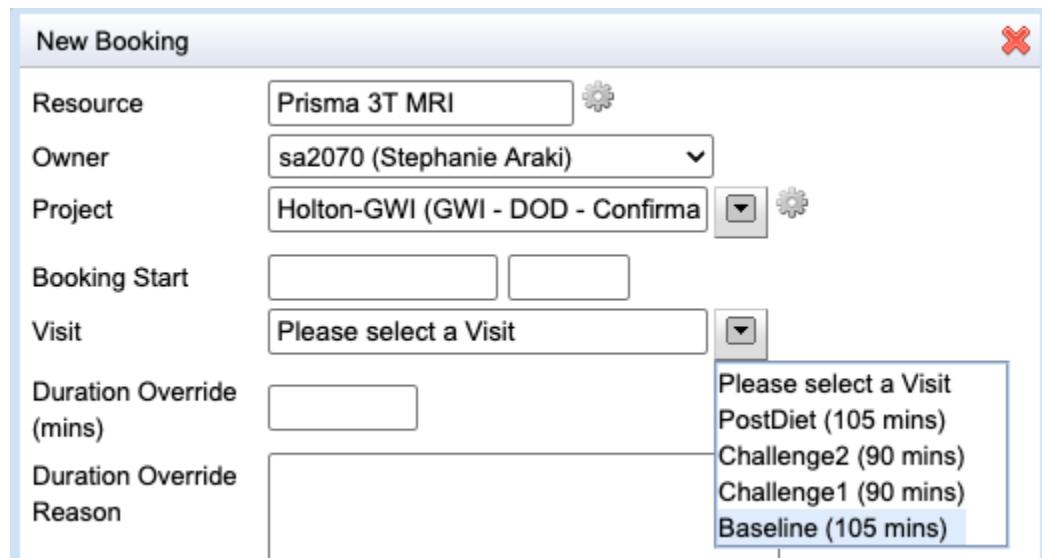
The screenshot shows the 'New Booking' form with the following fields and values:

- Resource:** Prisma 3T MRI
- Owner:** sa2070 (Stephanie Araki)
- Project:** Holton-GWI (GWI - DOD - Confirma) (dropdown menu is open)
- Booking Start:** (empty date and time fields)
- Visit:** Please select a Visit
- Duration Override (mins):** (empty text field)
- Duration Override Reason:** (empty text area)

The dropdown menu for the Project field is open, showing a list of projects:

- Green-TMS (Neural Mechanisms of Creative Thinking)
- Greenwald-PEEPS (Pediatric Emotional Prosody Study)
- Greenwald-Vispat (Plasticity of right-hemisphere function af
- Holton-GWI (GWI - DOD - Confirmation of the Low-Glutama
- Jiang-Frontostriatal (A functional study of neural injury to th
- Jiang-HIV-AD (HIV AD)
- Lee-Pain (CRSD Pain)
- Lee-TUD (LIFU for tobacco use disorder (TUD): high resolu
- Liu-VIBRANT (Vision Improvement through Behavioral Reh
- Lyons-CollegiateBrain (Collegiate Brain)
- Malkova-NHP (Neural substrates of socioemotional develop

- Each project also has associated **Visit Types**. Select the visit type from the dropdown.
 - Visit Types define the duration for the booking.
 - Visit Types also include session rates (vs hourly rates) for research groups with custom contracts.



The screenshot shows the 'New Booking' form with the following fields and values:

- Resource:** Prisma 3T MRI
- Owner:** sa2070 (Stephanie Araki)
- Project:** Holton-GWI (GWI - DOD - Confirma)
- Booking Start:** (empty date and time fields)
- Visit:** Please select a Visit (dropdown menu is open)
- Duration Override (mins):** (empty text field)
- Duration Override Reason:** (empty text area)

The dropdown menu for the Visit field is open, showing a list of visit types:

- Please select a Visit
- PostDiet (105 mins)
- Challenge2 (90 mins)
- Challenge1 (90 mins)
- Baseline (105 mins)

5. Select the date and enter the booking start time. The end time will be created on the calendar based on your project's defined visit duration.

New Booking

Resource: Prisma 3T MRI

Owner: sa2070 (Stephanie Araki)

Project: Holton-GWI (GWI - DOD - Confirma)

Booking Start: 3 Sep 2025 15:00

Visit: Baseline (105 mins)

Duration Override:

6. **Requesting a Duration Override:**
 - If a booking that is longer or shorter than the Visit duration is needed, users can request an override.
 - In the **Duration Override** field, enter the total duration needed. For example, if the visit is usually 60 minutes but only 45 minutes is needed, enter 45.
 - In the **Duration Override Reason** field, enter justification for the override.
 - CFMI staff will review the justification and make a determination.

Notes on Other Fields in the New Booking Window:

- **Description:** Other notes about the booking. The description is publicly displayed on the calendar booking, so no PHI or other sensitive information should be listed.
- **Participant ID:** Not required, but highly recommended. This is not displayed on the calendar booking.
- **Have you pre-screened:** Confirm that the participant has been screened for MRI eligibility. This field is required – the booking cannot be requested unless this field is marked “yes”.
- **Is this a development booking:** All development bookings and pilot scans should mark this field as “true”.
- **Add-ons:** Projects that require upload to an external data platform should select “Add” then select “Upload”. Select quantity of 1 unless upload to multiple platforms is needed.
 - Custom contract projects should NOT select any add-ons.
- **Reminder Options:** Specify who should receive a reminder email for the appointment and at what time period.
 - By default, only the booker will receive a reminder email 30 minutes before the booking.

Weekend Scanning Booking

- Weekend scanning project members will be able to automatically view open weekends and request bookings in the same way as weekday bookings.
- Open weekend scanning days will be announced via email to the [CFMI Weekend Scans Google Group](#).
- There must be **at least two bookings** for a weekend day to remain open, and all bookings must be scheduled **back-to-back (no gaps)**.
 - Coordination with other weekend scanning groups is essential. Use the Weekend Scans Google group to communicate with other research teams.
- A weekend day with no existing scans will close at **5:00 PM two Fridays prior**.
- A weekend day with existing scans will close at **5:00 PM Wednesday prior**.

Behavioral/Mock Scanner and NIRS Booking

- The Behavioral/Mock Scanner and NIRS rooms can be requested on their respective calendars.
- A Behavioral/Mock Scanner or NIRS booking requires an active scanning project.

Stimulus Computer Booking

- The Stimulus Computer can be requested whenever the scanner is not in use.
- Stimulus Computer bookings can only be requested 48 hours in advance to prioritize scanning needs.
- All Stimulus Computer bookings are independent work time – CFMI staff is not available to assist during these sessions unless specifically requested.

Cancelling a Booking

Weekday Scanning Cancellation Policy

- Cancellations of a scan appointment must be submitted **before 11:59 PM the night prior** to the booking to avoid charge.
- All bookings after this deadline will remain on the calendar and be charged in full.

Weekend Scanning Cancellation Policy

- All changes to a weekend scan day (including additional bookings, revisions, or cancellations) must occur **before 5:00 PM the Wednesday prior**.
- All bookings after this deadline will remain on the calendar and be charged in full.

Reviewing an Invoice

Coming Soon!

September 2025: All invoices will be compiled and emailed monthly by the Center Manager until further notice.

Need more information? See [Calpendo's User Guide](#) or contact cfmi-scanning-team@georgetown.edu.

FAQs

How does CFMI assign account types?

When a new account is requested, CFMI staff review the request and, by default, assign the User account type. Other account types may be assigned:

- If the associated email is NOT for an individual (e.g. lab or group email), the account will be assigned the Viewer type.
- If the account holder has NOT completed the full MRI safety training program (Part 1 and Part 2), the account will be assigned the Viewer type.
- If the project has reached its maximum of four Users/Viewers, any new accounts will be assigned the Observer type.

If a specific account type is needed, please email cfmi-scanning-team@georgetown.edu immediately after submitting your account request.

Is an account type permanent once decided?

No, account types can be changed at any point. For example, if an existing lab member was assigned the Viewer type but now needs scheduling privileges, the account type can be changed to User.

If an account type change is needed, please email cfmi-scanning-team@georgetown.edu.

How can I tell which account type I have?

Users will see multiple options in the top Menu, including Calendar, Bookings, Projects, Usage, Search and Help.

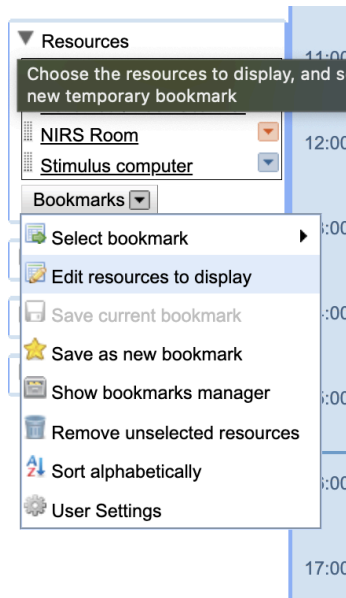
Viewers will only see the Calendar.

Observers will not be able to log in to Calpendo. Calpendo stores their name and email address, but Observers will see an error message when attempting to log in.

Why can't I see the other resources on the calendar (e.g. Behavioral, NIRS, Stimulus Computer)?

By default, Calpendo will display only the Prisma 3T MRI calendar for new accounts.

To view the other resource calendars, go to the side menu and under the **Resources** panel, select the **Bookmarks** dropdown, then select **Edit resources to display**.



This will open a new pop-up window, called **Resource Selection**. In this window, click on all of the resources you want to view on the calendar, holding SHIFT to select multiple resources (e.g. Prisma 3T, Behavioral, NIRS). Click **ok**.

Resource Selection

Done

Name	Type	Location
Behaviour/Mock Scanner	Room	No location
NIRS Room	Room	No location
Prisma 3T MRI	Scanner	No location
Stimulus computer	Equipment	No location

Filter Available Resources

Bookmarked resources

Not filtered by bookmark

Type

☒ No resource type
 ☒ Equipment
 ☒ Other
 ☒ Room
 ☒ Scanner

4 resources selected

☐ Toggle resource on click

OK

Cancel

In the Calendar, you should now be able to view all of the resources you selected. Usually after completing this step, you will see all of the resources displayed side by side.

To view one resource at a time, make sure only one resource is highlighted in the side panel. To display selected resources side by side (e.g. Behavioral and Prisma 3T), select multiple resources by clicking while holding SHIFT in the Resources panel.