Calpendo – Instructions for building a Project:

* Google Chrome or Mozilla Firefox are the strongly preferred browsers for Calpendo. Microsoft Internet explorer is not recommended. Some of the instructions will not work as intended, if you use Internet Explorer.

If you don’t have these browsers available, call Health Care Information Systems (HCIS) at 356-0001 and ask them to give your computer either Chrome or Firefox.

* Address: uiowa-cru.calpendo.com.

**After July 3rd, 2019,** use <https://crucal.icts.uiowa.edu>

* Sign in using: The University of Iowa. (You are probably already registered).

Use your HawkID and password.

If you are not registered, click “Register New User”.

* First you must build a “Project” for each study.
* Click on “Projects”.
* Click on “Create Project”.
* Fill in every entry slot. Do not leave anything blank.
* At the bottom, click on ‘users’.
* Add every user associated with the study/project you are building !!!

Only people who have been added as users can make bookings on behalf of the project.

If you do not add a study member as a ‘user’, that study member will not be able to schedule for the study/project, will not be able to ‘see’ the booking on Calpendo and will not be able to edit the booking on Calpendo.

The “user” drop down list is quite long. You can either scroll through the list to find the name (and click on the name), or you can type the the last name of the user in the empty dialog box and press enter.

* **Click “Save”** near the top.
* A Calpendo administrator must ‘approve’ your project on Calpendo.

You will not be able to schedule a visit for the project until an administrator has ‘approved’ it.

The approval process is generally very quick.

If you feel it is taking too long for your project to be approved, call CRU scheduling (Connie) at 356-1061 or Jackie Wangui Verry at 353-6788 and request that your project be approved.

You can then schedule subjects for that project/study.