This guide is intended to provide a walkthrough for new UIC users interested in imaging with the Siemens Inveon microPET/CT.

**New User Outline:**

1. Consultation
2. Safety Training & Card Access
3. iLab Account Setup
4. Instrument Training
5. UIC Hours, Locations, and Contacts

1. **Consultation**

Schedule a Consultation with microPET/CT Specialist Yung Kim to discuss your experiment and imaging goals.

2. **Safety Training & Card Access**

For those who wish to be granted card access there are several training requirements that must be fulfilled.

**UIC µPET/CT Access & Required Training**

UIC microPET/CT Users must complete the following Training Requirements to be approved for instrument access.

- Bloodborne Pathogens
- Radiation Orientation Training
- RAR Facility Access (Animal Imaging)
- Approved Radioactive Materials Permit (For µPET Users)
- Radioactive Material Training
- Any additional radiation trainings required by your specific materials permit
**Personal Training Record**

To access your personal training record in MyU, perform the following steps:

1. Go to the **MyU** site
2. Under Key Links, choose Reporting Center
3. Human Resources Management
4. Human Resources
5. Training History
6. Enter your employee id (found on your ucard), click Submit
7. Choose Completed, click Submit

Once you have completed all of the training requirements for your type of access please email a copy of your **Personal Training Record** and/or **Ulearn Transcript**, or other documentation citing completion of the training (copy of CPR card/certificate, etc.) to Alex Cramer, UIC Operations Manager, at **crame051@umn.edu**.

**3. iLab Account Setup**

We require each user of our facilities to create an iLab account. This account will be used for scheduling, record keeping and billing when using our facilities.

Account Creation: [Instructions and Registration](#).

**Please note:** You will not have calendar access on any instruments until you’ve been trained by a UIC Staff member.

iLab Registration questions may be sent to [Alex Cramer](mailto:crame051@umn.edu).

**4. Instrument Training**

The final step in becoming proficient to use the microPET/CT is obtaining formal training on the instrument. Contact [Yung Kim](mailto:yung.kim@umn.edu) to schedule a training session.

After you’ve been formally trained are confident to drive the instrument on your own, calendar access will be granted in iLab so you may reserve time for your experiments.
5. UIC Hours, Locations, and Contacts

Website: uic.umn.edu
Hours of Operation: M-F, 9:00 a.m. – 5:00 p.m.
Locations:

- Room 1-220; Cancer & Cardiovascular Research Building (CCRB)
- Room 1-151; North Wing, Jackson Hall
- Room 23; Snyder Hall

MicroPET/CT Location

- Room 1-260F Cancer and Cardiovascular Research Building (CCRB)

MicroPET/CT
Questions regarding experiments and the microPET/CT should be directed to the UIC microPET/CT Specialist Yung Kim.

iLab
iLab, or accounting questions may be directed towards the UIC Operations Manager Alex Cramer.

UIC
The UIC Program Director Mark Sanders is also available for any questions or comments you may have regarding the microPET/CT, or any other University Imaging Centers related inquiries.