

Using the NEW MMI JobDesk

Login to MMI JobDesk using your Monash Authcate
(accessible via www.microimaging.monash.org)
N.B Only Schools and Departments who are members of the
MMI - Imaging Group can utilise this system

Logging a job eg. Requesting to register as a user
Type: Select 'Register As A User Of MMI' from the drop down list
Priority: Normal
Room: Your room number
Building/Campus: Your building and campus
Subject: Your full name and paraphrase the job type
Details: include your Full Name, Dept, Lab, Supervisor, Monash Authcate name (**NOT** password), additional contact phone numbers, whether you are Honors, Masters or PhD and a brief description of your research (A couple of sentences).
Completion dates: leave blank
Cost Center and Fund Source fields are mandatory for MMI
Then click **SUBMIT**
Please use the same style when requesting other Job Types. Ensure you include Full Name, Dept, Lab, Supervisor and Fund Source and Cost Center.

You will receive confirmation via JobDesk once your registration request has been actioned by MMI staff, and your cost center billed the nominal access charge

You can now use JobDesk to request training, assistance, etc via the drop down list. These requests will be actioned by MMI staff via the JobDesk

When requesting jobs via the JobDesk please fill out all fields and provide as much detail as possible. Some fields are not directly applicable and this is due to the generic nature of JobDesk.

If you are unsure please call George on x52746.

The MMI team ask that you bear with us as the JobDesk is implemented and refined to provide for your needs in imaging research. Any suggestions and comments are welcome