Navigating the Nursing Skills Lab Scheduler: LABTIMES

1. Start on the Mercy College Home page and click on Menu

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2. Click on My Mercy

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3. Click on Nursing Skills Lab

4. Click on Labtimes Scheduling
5. Click on Sign Up

6. Click Register
7. You will need to register with a username and password. Please make sure you keep this information for future use. You MUST use your Mercy College email to register.

You should receive this screen when you submit your registration
8. Then login with your user information.

9. To schedule a Skills Lab appointment click your Course and the Skill.
NUR 110 and wound check off (make sure you sign up for your clinical day)
10. To sign up for a check off click “Sign Up”

11. Confirm you have selected the correct course, skills check off, and date. Then click “yes”
12. You will then be registered and can verify by either this screen below or email confirmation.

13. To view your scheduled appointments click “My Agenda”
14. To cancel a Skills Lab appointment, click “Cancellation Request” and fill in the appropriate information.

15. To schedule a retest appointment, click Labtimes Scheduling and complete the appropriate information for your appointment to be properly scheduled.

Choose what Type of Appointment (Repeat Testing With Optional Group Practice, Repeat Testing Without Optional Group Practice, Testing (Reschedule) or Other).

Provide as much availability as possible (ex: Monday 1p-4p, Tuesday 4p-9p and Friday 10a-3p)
Skills Lab Website
Helpful Hints

- When making an appointment (testing and simulation activities), all requests must be made through the Labtimes scheduler. The Labtimes scheduler can be accessed through the Mercy College website at [www.mercycollege.edu](http://www.mercycollege.edu).

- Have the Nursing Skills Lab Open Hours Calendar available when requesting appointments. Be sure dates and times requested are viable options. Follow the instructions posted otherwise this could delay scheduling.

- Be sure your e-mail address (MUST USE MERCY COLLEGE EMAIL FOR LABTIMES REQUESTS) is accurate and that your e-mail box is able to receive mail (not full) in order to receive an automated reply from Labtimes.

- If you sign up for a time that no longer works with your schedule, you are required to send in a cancellation request for the date you originally signed up for, even if you have found a new time.

- When submitting a repeat testing request please use the text box to detail exactly what you are returning for so the appropriate amount of time can be scheduled for your appointment.

- When filling out the availability boxes, please use days of the week and a time range (example: Mondays from 12pm-4pm).

- Monitor Labtimes “My Agenda” tab for all appointments and results. All of your appointments and testing results are maintained in this program.

- If you are having technical difficulties or if you have not received a response within the designated time frame, please contact the Nursing Skills Lab by phone 419-251-1555, or by e-mail at emily.scheuer@mercycollege.edu

**Scheduling Check-offs/Simulations:**

**THIS IS VERY IMPORTANT WHEN SIGNING UP FOR AN APPOINTMENT**

- Select the course number, from the drop down box, for the course in which you are enrolled.
  - NUR 110 is for the day students
  - NUR 110E is for the evening/weekend students

- Click on the **skill drop down menu** to either select a single skill or to show all skills.

- Make sure you sign up for your clinical/lab day (ex: NUR 252 Wednesday or Thursday)