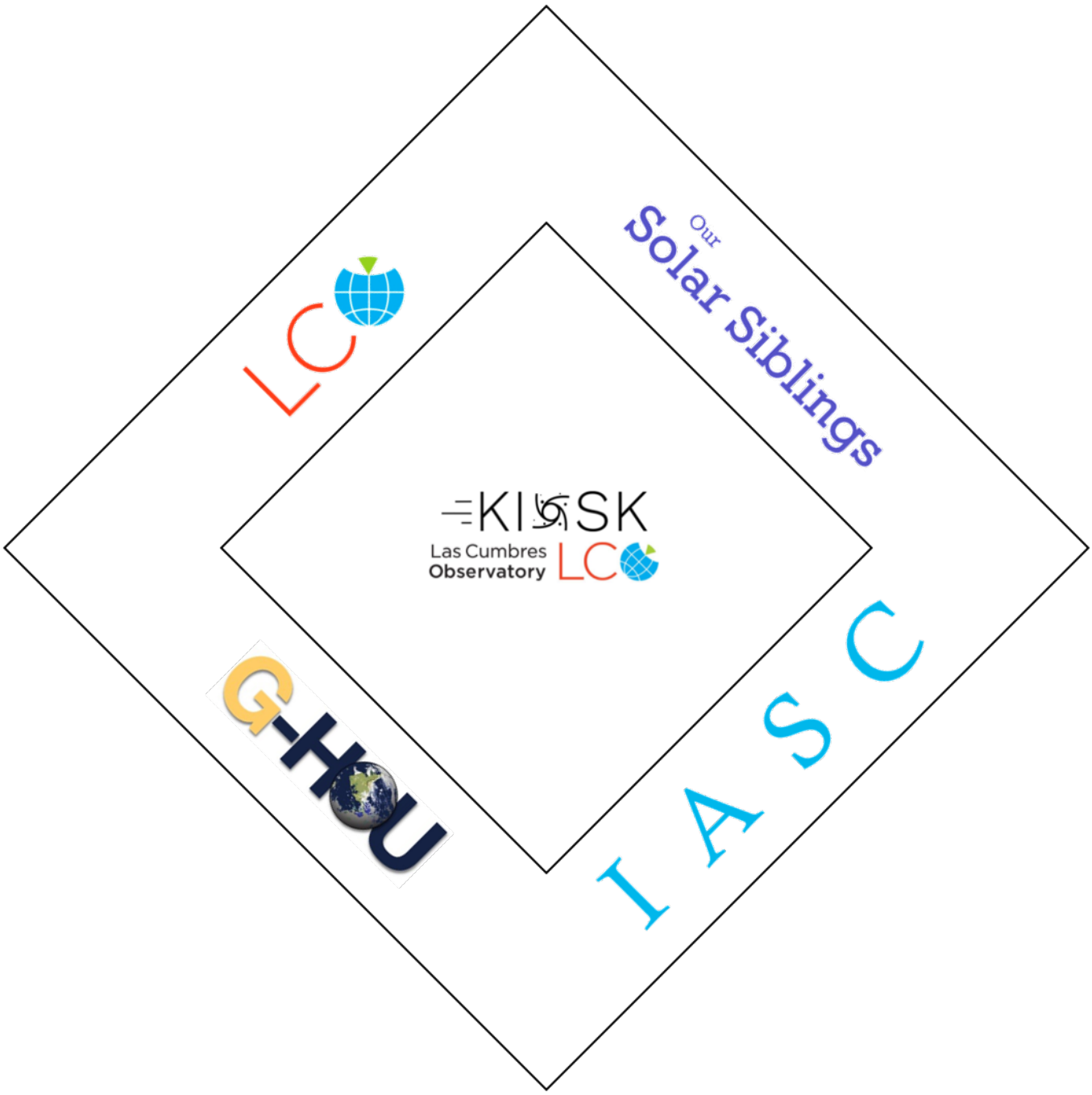
How to use the LCO Kiosk



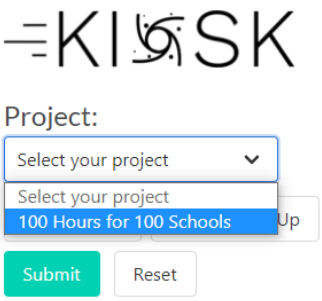
Kiosk Instructions

1. Navigate to the LCO Kiosk website at https://kiosk.lco.global/

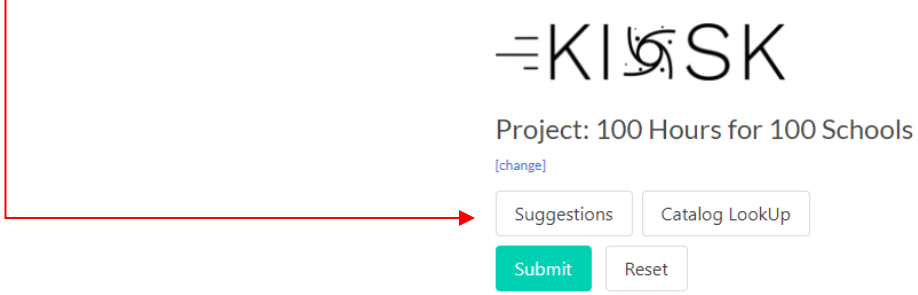
2. Enter your:
   - LCO Username
   - LCO Password

   Then click on Login

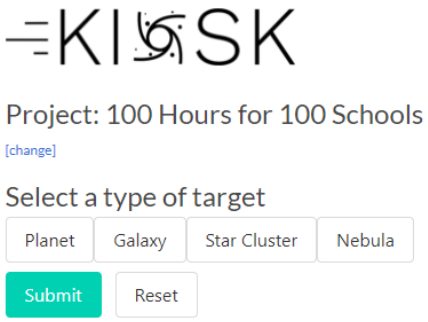
3. After you log in, you need to choose a project. Here we are choosing 100 Hours for 100 Schools.



4. Next, you need to decide on what object you want to image. You can use the Suggestions Box to choose an object.

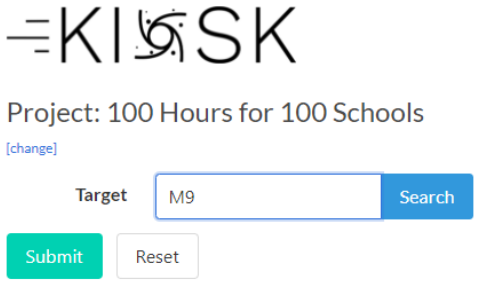


Objects include planets, galaxies, star clusters, and nebulae.

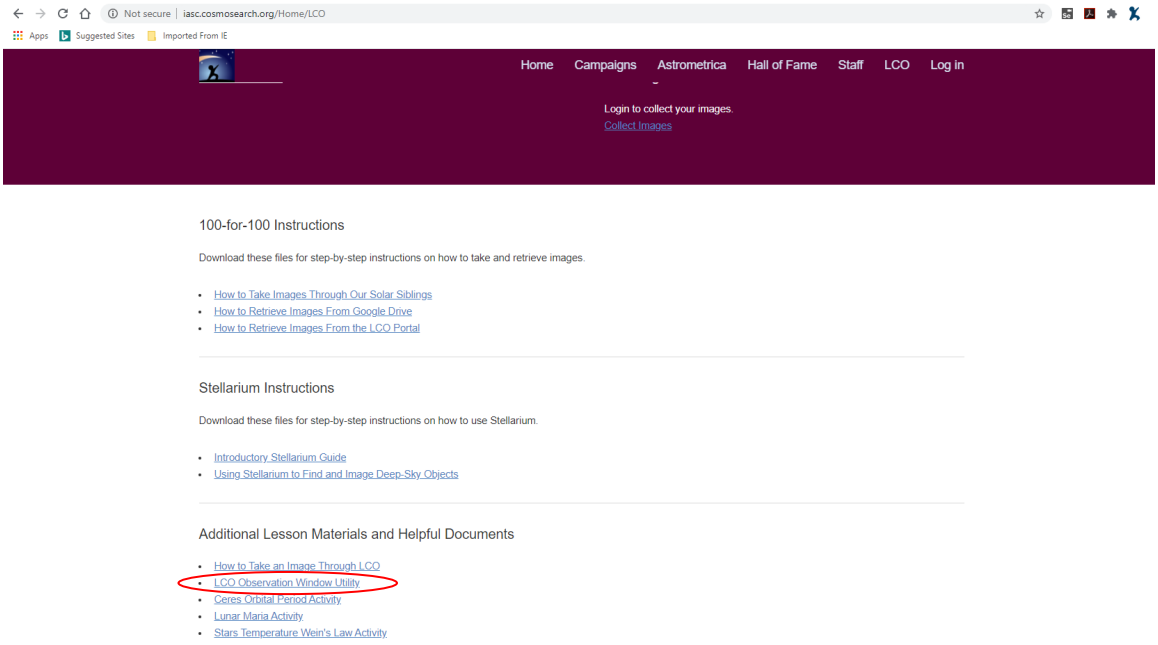


NOTE: some suggested objects may not be visible as they may be too close to the Sun for the time of year you are submitting a request.

5. If you want to choose a particular Deep Sky Object, press the Catalog Lookup Button and enter the name of your target object. We are going to image M9.

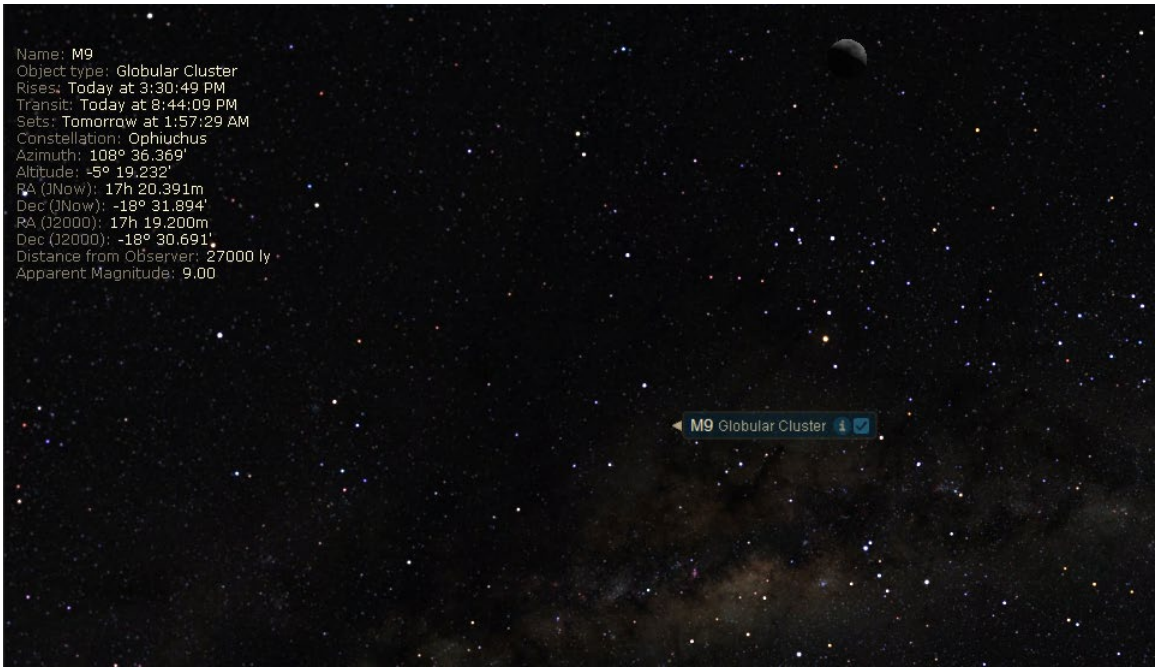


6. As an option, we are going to use the LCO Observation Window spreadsheet to verify M9's visibility. You can download the LCO Observation Window utility with instructions at [http://iasc.cosmosearch.org/Home/LCO.](http://iasc.cosmosearch.org/Home/LCO)

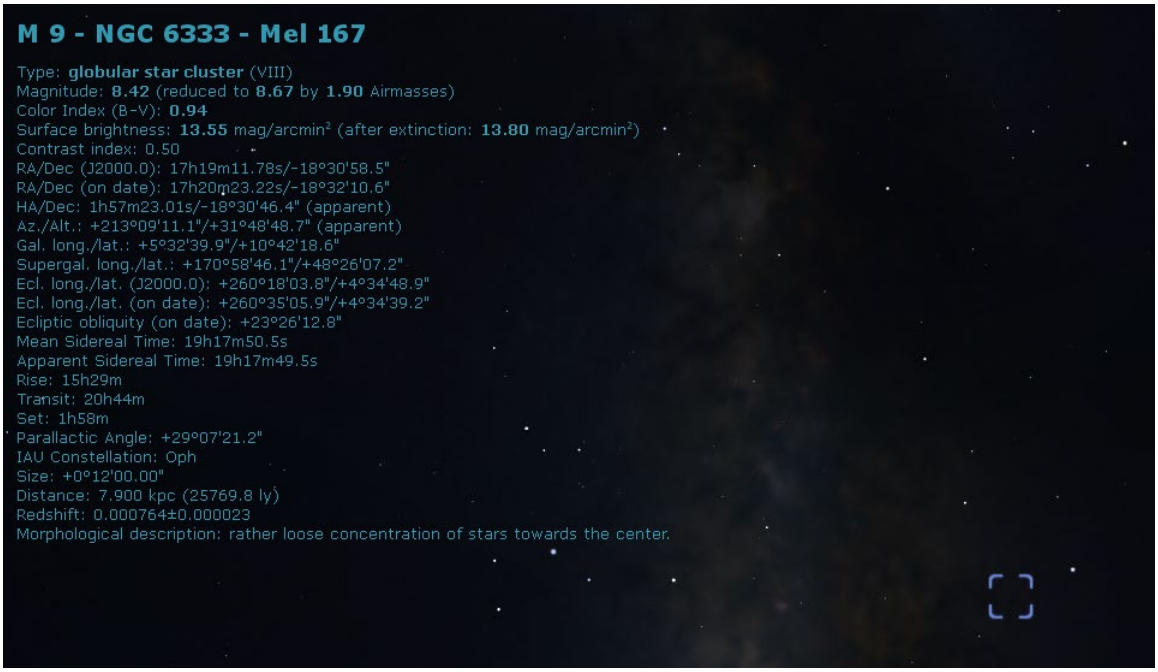


7. We need to find the Right Ascension and Declination for M9 in order to use the LCO Observation Window spreadsheet. Resources you can use to find the Right Ascension and Declination include the Internet,

Starry Night Software,

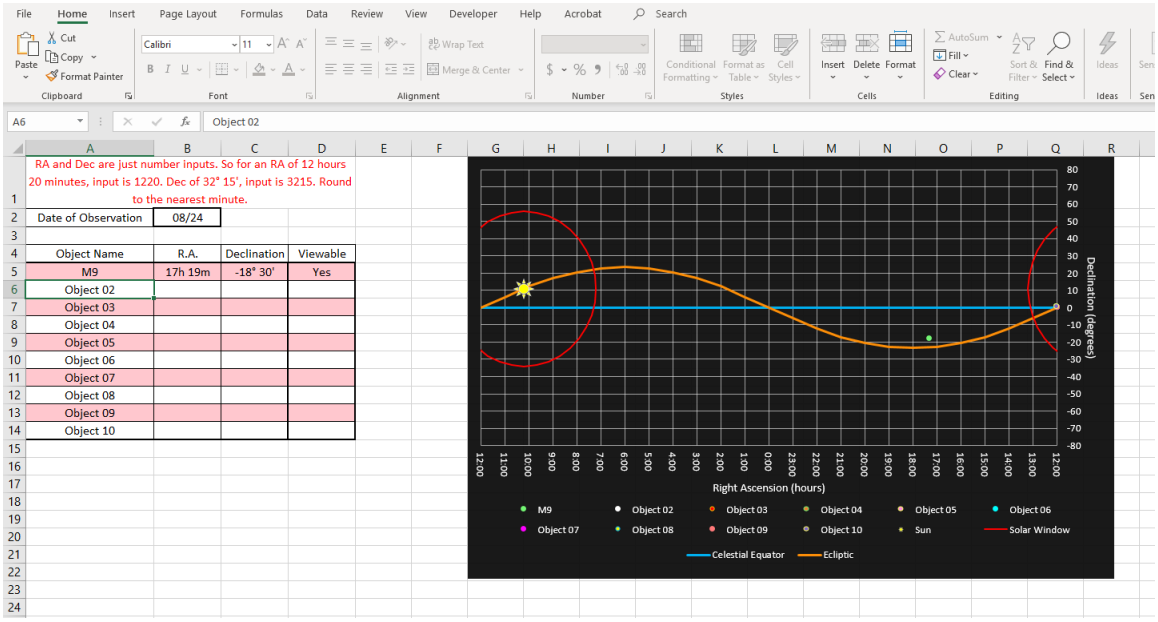


and Stellarium Software.

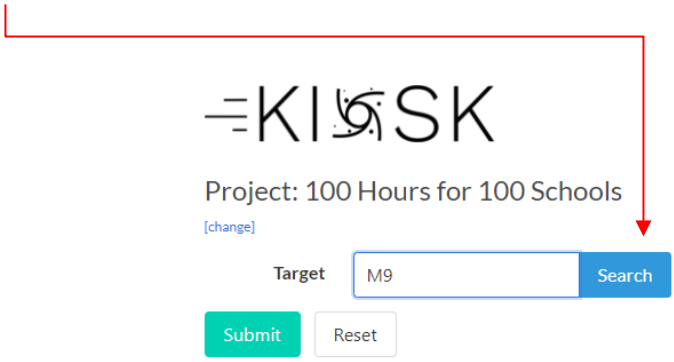


8. The Right Ascension needs to be in hours and minutes and the Declination needs to be in degrees and minutes. For the Right Ascension, use two digits for the hour and two digits for the minutes. For Declination, use two digits for the degrees and two digits for the minutes.

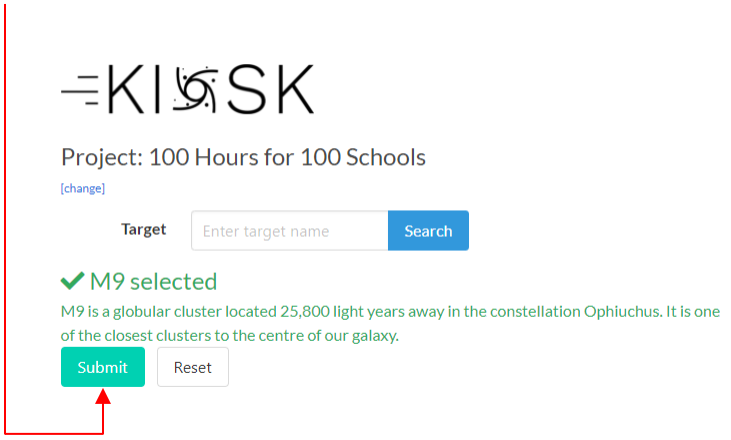
9. Open the LCO Observation Window spreadsheet and enter M9 as the first object. Next, enter the Right Ascension and Declination using the four-digit format. The spreadsheet will return with a Yes or No for visibility.



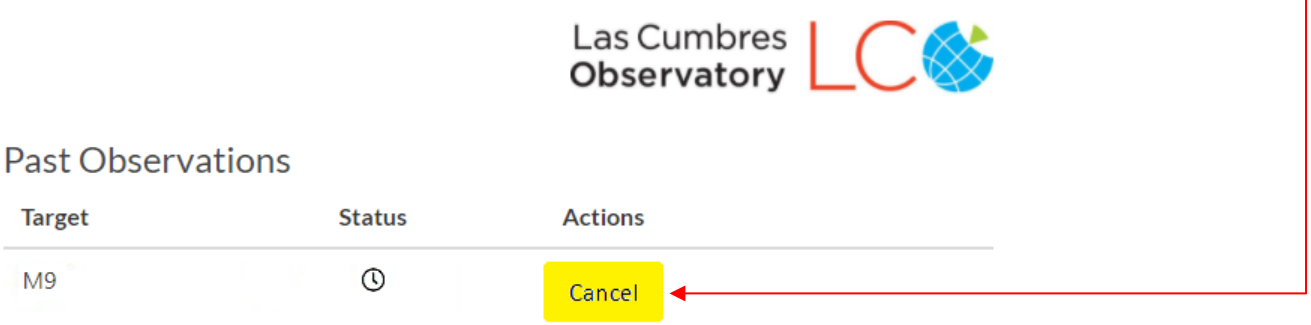
10. Click the Search Button and wait for LCO to confirm your object,



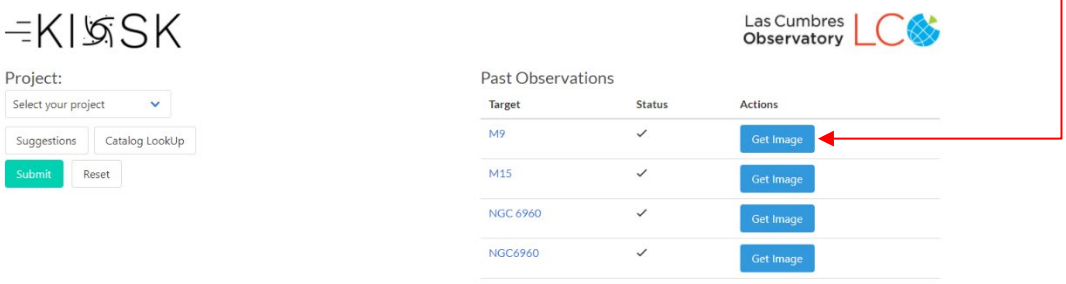
then click the Submit Button.



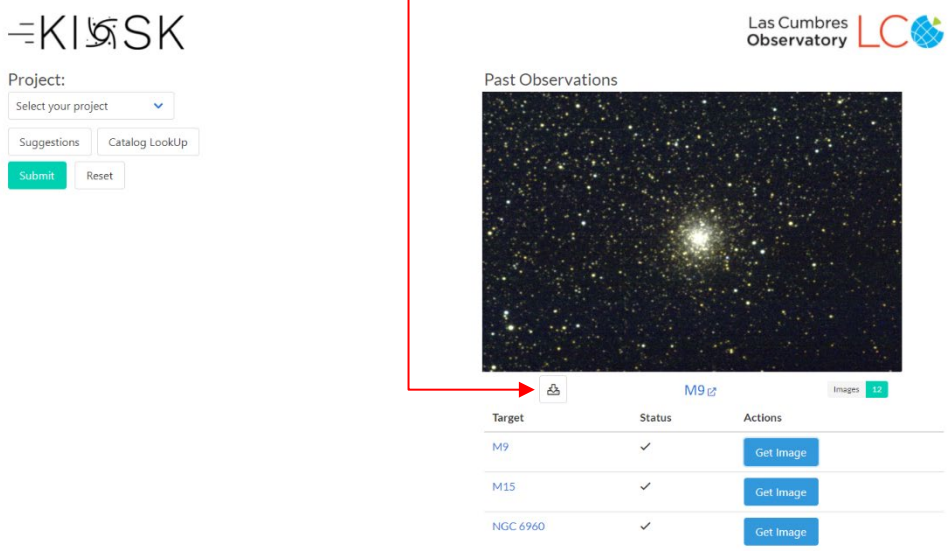
If you submit a request and then discover the request was in error, click the Cancel Button.



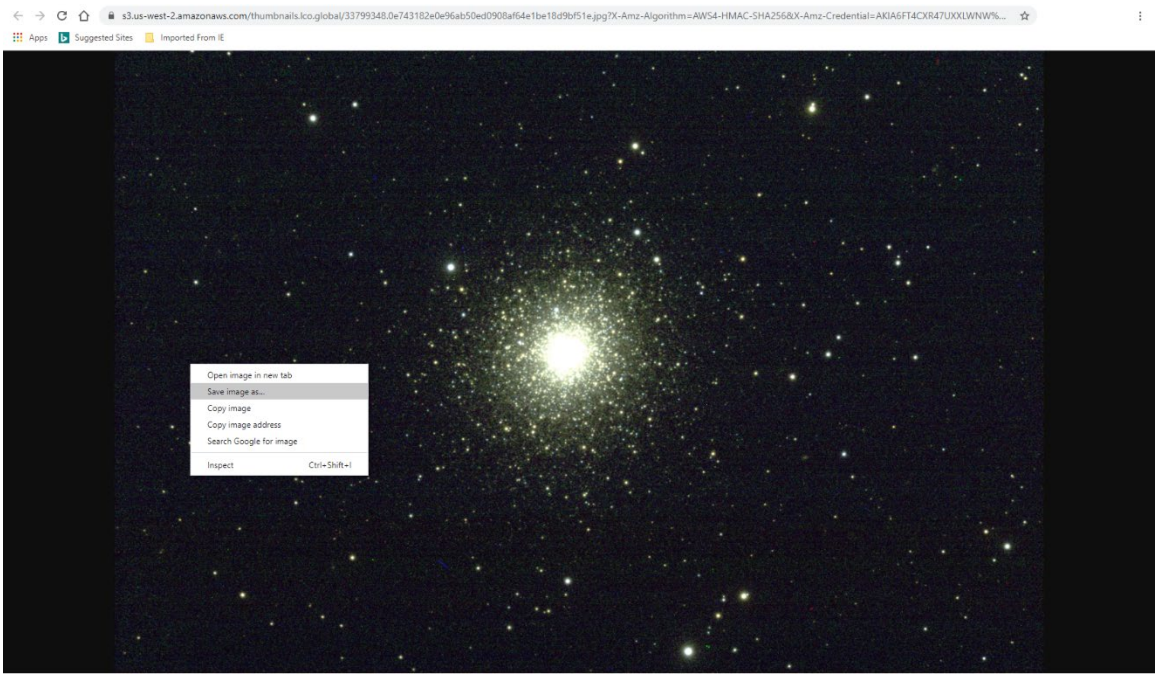
11. Once an image request is completed click the Get Image Button.



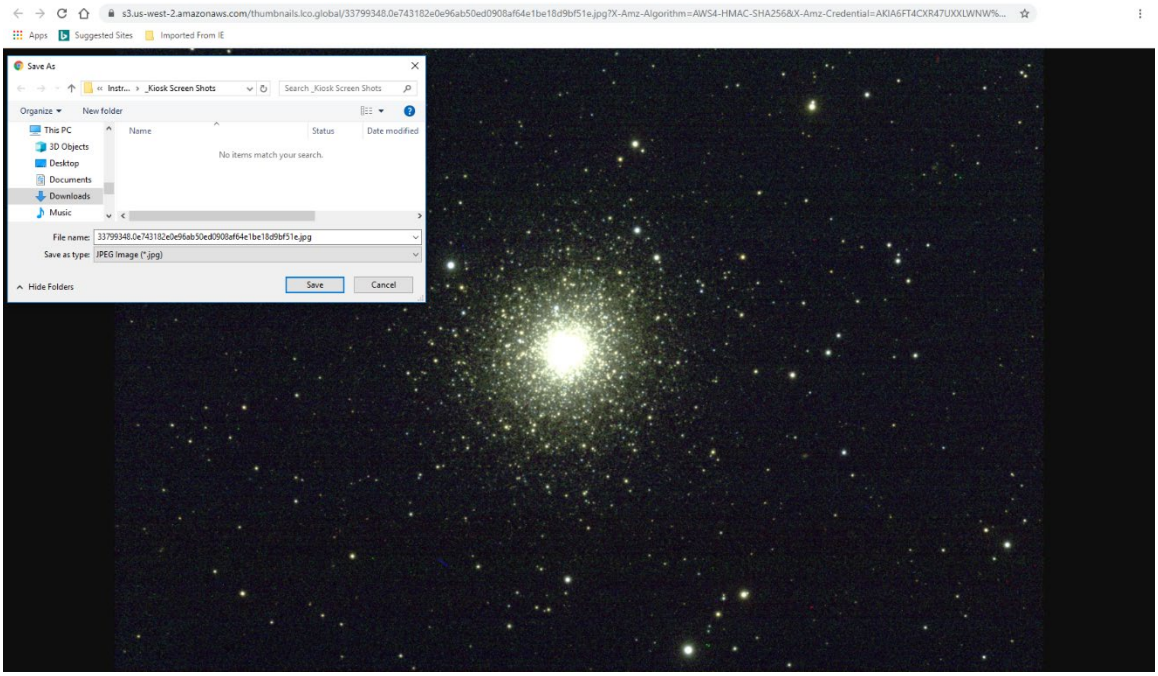
12. A preview of your image will appear. To download, click the button with the arrow located at the bottom left of the preview.



13. This will open your image in a new window. Right click and select Save Image as…



14. You can change the name of the image as well as the folder location before saving.



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