

- e) Exposure Time: Enter the number of seconds.
 - f) Filter: Use the dropdown menu and select either Blue, Green or Red.
 - g) Name: Enter the name of the object to image.
 - h) Right Ascension: If the object is recognized, the Right Ascension will autofill. If the object is not recognized, you will have to manually enter the Right Ascension in decimal format.
 - i) Declination: If the object is recognized, the Declination will autofill. If the object is not recognized, you will have to manually enter the Declination in decimal format.
 - j) Click on the Copy Icon and repeat steps d – f for the next two filters.
5. Make sure that everything has a green check mark on the right side of your screen.

The screenshot shows the LCO Observation Portal interface. At the top, there is a navigation bar with links for Home, Submit Observation, Manage Proposals, Planning Tools, and Help. Below this, the form is organized into several sections, each with a green checkmark icon in the top left corner:

- General Information:** Includes fields for Title (M5), Proposal (100 Hours for 100 Schools (LCOEPO)), and Duration of Observation Request (0 hrs 12 min 6 sec).
- Request:** Includes an Instrument dropdown menu set to 0.4 meter SBIG.
- Configuration:** Includes a link to "More information about LCO instruments."
- Instrument Configuration:** Includes fields for Exposure Count (1), Exposure Time (240), and Filter (Blue).
- Target:** A section for entering target information.

On the right side of the form, there is a sidebar with the following buttons:

- Clear Form (with a close icon)
- Save Draft (with a lock icon)
- Submit Request (with a green checkmark icon)
- Toggle Navigation (with a right arrow icon)

Below the buttons, there is a list of sections with green checkmarks: General Information and Request #1. A red line originates from the "Submit Request" button and points to step 6 of the instructions.

6. Scroll all the way to the top of the page and click the green Submit button. A pop-up window will ask you to confirm your observation. Verify that everything is correct and hit OK.

Go Discover

