This guide will walk you through reserving a lab through the Facilities Reservations form at http://www.salisbury.edu/reserve

**WHAT LABS ARE AVAILABLE FOR RESERVATIONS?**

Information Technology has the following labs available for reservation:

<table>
<thead>
<tr>
<th>Laboratory</th>
<th>Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conway Hall (TETC) 110 A</td>
<td>30</td>
</tr>
<tr>
<td>Conway Hall (TETC) 110 B</td>
<td>30</td>
</tr>
<tr>
<td>Conway Hall (TETC) 116 B</td>
<td>30</td>
</tr>
<tr>
<td>Conway Hall (TETC) 280A</td>
<td>30</td>
</tr>
<tr>
<td>Conway Hall (TETC) 351</td>
<td>24</td>
</tr>
<tr>
<td>Conway Hall (TETC) 352 – Macintosh Lab</td>
<td>20</td>
</tr>
<tr>
<td>PH 248</td>
<td>30</td>
</tr>
<tr>
<td>DH 205</td>
<td>35</td>
</tr>
<tr>
<td>FH 142</td>
<td>23</td>
</tr>
<tr>
<td>FH 145 – Macintosh Lab</td>
<td>24</td>
</tr>
</tbody>
</table>

If you need more than 35 seats, Conway Hall (TETC) 110A and 110B can be combined for up to 60 seats if both labs are free. If both labs are available, then you can select both Conway Hall (TETC) 110A and 110B labs when making your request.

For lab configuration and software availability, see http://www.salisbury.edu/helpdesk/labs/.

**GETTING HELP**

With inquiries about lab availability, lab configurations and special considerations when booking a lab, or to inquire about a submitted booking, contact the Help Desk at 410-677-5454.

For assistance with the Facilities Reservation Online Request Center page or the process of booking or editing a lab request, please contact Facilities Reservations at 410-548-3344 or reserve@salisbury.edu.

**LOGGING IN**

You can log into the Facilities Reservation Online Request Center page at http://www.salisbury.edu/reserve. You must be a current faculty, staff or student to use this form.

1. In the Begin the Request Process Here: box, click Online Request Center.
   a. HINT: If this isn’t your first time using the form, you can go directly to http://schedule.salisbury.edu and skip the information page.
2. If you are not logged into an SU computer, enter your Username and Password when prompted.
   a. If your SU username does not work, try using your full SU email address.

**HOW REQUESTS ARE PROCESSED**
Lab reservations are scheduled on a first come, first served basis with the following priorities.

- Courses scheduled through the Registrar’s Office are scheduled first. Anyone wanting to schedule a lab for an entire semester should do so through the Registrar’s office to guarantee availability.

**RESERVING A LAB**

**CHECKING AVAILABILITY**

3. Click Request Space>IT Lab Request Form
4. Select your desired Date.
5. Select your desired Start Time.
6. Select your desired End Time.
7. Change Facilities: to (all) if it is not selected.
   a. You may also browse by building if you wish.
8. Set your attendance in Attendance.
9. Change Setup Type to Lab.
10. Click Find Space.

In the Location tab, in Grid view, your time frame will appear with a red vertical line showing the start and end time. Open (white) areas are available for request.
You can use the green arrows next to the date to browse forward and backward for other dates. Click Add icon next to the lab you want to reserve. If your lab is not available, you will get a conflict message when clicking the Add icon.

When are finished adding labs, click Continue.

In the Details tab, enter the following:

1. **Event Name:** enter your event name.
2. **Event Type:** select your event type from the drop down.
3. **Customer:**
   a. Click the Search icon to search.
   b. Click the Remove icon to remove IT.
   c. Enter your department in Customer name starts with: and click the Search icon to search.
   d. Click the Add icon next to your Department to add it.
   e. Click Done
4. **1st Contact:** select (temporary contact) from the drop down.
5. **Name:** enter your name.
6. **Phone:** enter your phone.
7. **Email:** enter your email.
8. You can skip the Budget Approver fields. Those are for Catering only.
9. **Attachments**: You can click **Attach File** if you have any files you wish to attach to the course, like event flyers, purchase orders, etc.

10. **If this event is co-sponsored please list the non-SU organization below**: enter the information in the box below. If it is not co-sponsored, enter NONE.

11. **Instructor/Event Coordinator**: enter the name of the person running the event. In most cases, this will be the requestor.

12. **If you have any special hardware, software, or printing needs or considerations, please specify below**: If your event will require specific software be on the computers in the lab you are reserving, indicate it in this area. Otherwise, you can enter **None**.
   a. Some labs may already have the software you need pre-installed. Otherwise, you may need to provide the licenses and installation disks for the requested software.

13. **Will there be any non-SU attendees at your event?** Choose **Yes** or **No**.

14. **Click Submit**

15. A popup will appear letting you know to call the Help Desk if you have any questions. Click the **Close** icon to close the window.

16. Details about your reservation will appear in the **Reservation Details**.

At this time, your reservations status is **Tentative**. It will be confirmed by Information Technology in the order the requests were received. If you have questions about the status of your ticket, please contact the IT Help Desk at 410-677-5454.

### VIEWING AND CHANGING YOUR REQUESTS

To view your requests, while logged into the **Facilities Reservation Online Request Center** page, click **My Account>View My Requests**. By default, your current bookings are shown; click any booking to view the details.
• **Edit Reservation** allows you to change the event name and customer (contact) details.
• **Add Booking** allows you to add another reservation.
• **Cancel services** allows you to cancel services in your reservation. In this case, it would be to cancel the Guest account request.
• **View Reservation Summary** allows you to view the receipt of your booking request.
• **Add booking to personal calendar** downloads an ICS file that you can import into your calendar.
• **Booking Tools** allows you to reschedule your event’s date and/or time.
• The **Edit Booking** icon under Actions allows you to edit your reservation.
• The **Add/Edit Services** icon under Services allows you to add services. In this case, this would allow you to add a request for a Guest account, if you hadn’t already. You can also use this to edit your request with the **Edit** icon or cancel your request for a Guest account by clicking the **Cancel** icon.
• Clicking the **Title** allows you to view booking details, see related bookings, download ICS files to add to your calendar (**Add booking** links), and share your booking using **Social Networking**.
• Clicking the **Location** gives you details about the selected room.
• Clicking **Setup** allows you to edit the attendance of your event.
• The **Additional Information** tab gives you more information about your booking.
• You can also see any attached files and documents using the **Attachments** tab, and see your booking history in the **Historical** tab. Click the **All** tab to view all of your current and past bookings.