How To Reserve a Computer labs

cooms Today's Events Featured Events Upcoming Events

Start by going to this link

Course Dog Events

Select an event type to request a new event.

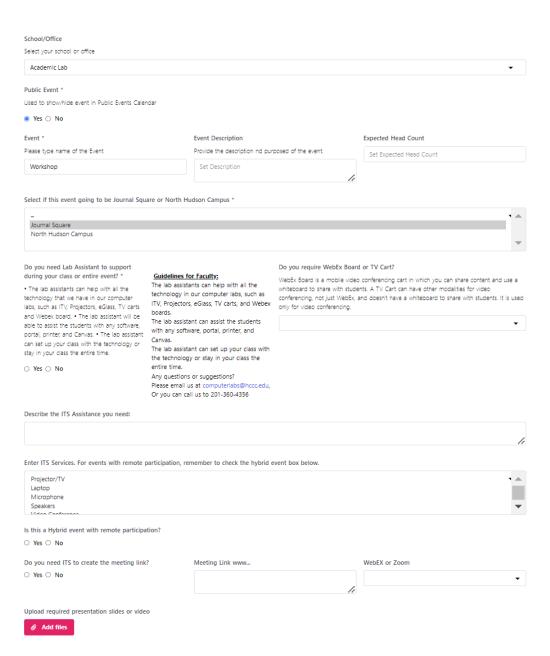
Featured Events: 🔊 🙃 CEESL-BGL-3 (ESL Level 1) Wed Mar 06 2024 | 9:00AM Event Type CE Community Education Qua'fayshia Ransom FILTERING CEESL-HII-4 (ESL Level 5) Wed Mar 06 2024 | 7:00PM Show Academic Events CEESL-HII-4 Filter by Event Type Select event type Event Type Filter by Organization Qua'fayshia Ransom CE Select organization CEESL-HIB-4 (ESL Level 3) Wed Mar 06 2024 | 7:00PM REQUEST AN EVENT Select an event type to request a Administrative Services Event Type Organized by Contacts Qua'fayshia Ransom Community Education Enrollment Services/Admissions Hospitality and Catering Services Priority 1 Hospitality and Catering Services Priority 2 Hospitality and Catering Services Priority 3 CEESL-BGL-4 (ESL Level1) North Hudson Campus Event Wed Mar 06 2024 | 7:00PM School of Nursing Testing/Guest Speaker Student Life

How to request a Computer Lab

Please put the requester info. (email)

EVENTINFO

Please fill out the questions, such as public event, Event, description, Campus, etc. You need to facilitate all the details or your event or class.

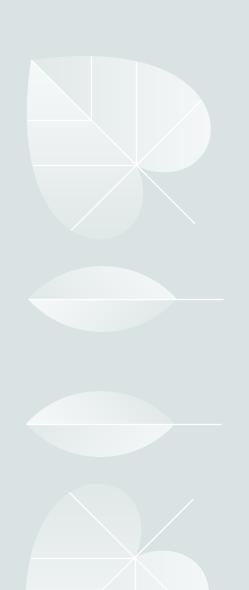


Continuing with the Meeting and Locations

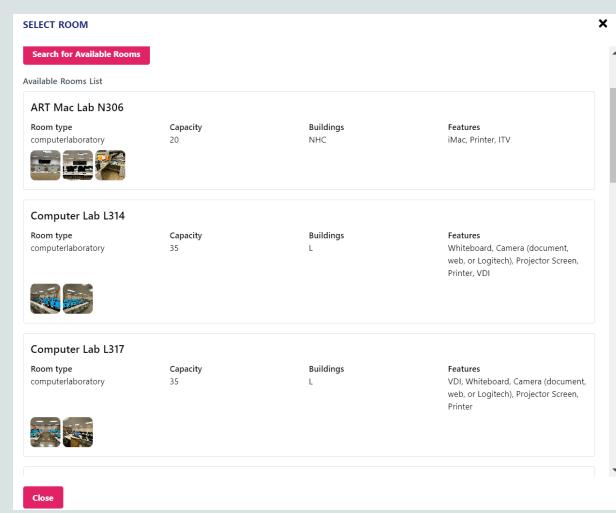
UNDER MEETING & LOCATIONS,
YOU NEED TO ADD THE TIME,
DATE AND ROOM.

MEETINGS & LOCATIONS *

Start Date *	
03/11/2024	
Start Time *	
02:00 PM	
End Date *	
03/11/2024	
End Time *	
04:00 PM	
All Day	
○ Yes ○ No	
Room Layout	
Select room layout	
Room *	
Room not found	Select Room
Repeat	
None	



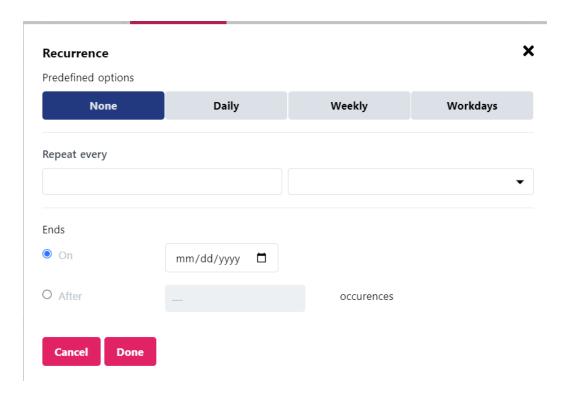
Select Room



- After you add the time date you can click on select room.
- You can see the
 available rooms on
 both campuses,
 included with
 pictures of the
 technology that we
 have in our labs.

Recurrence

THIS OPTION CAN HELP YOU TO RESERVE A ROOM FOR MORE THAN ONE DAY.



Contact

In this part, you will need to add the contact person.

Please add your name, email, and phone and select **Send Email**Notification.

The final request will be Submit the bottom.

As soon as you **submit** the contact person will receive confirmation.

