

roomsportal/portal/index.php?p=FindRoom&r=1

EnCampus Portal **1. Log in to InfoSilem first** Anthony H Aoyagi

Portal - Home > Find a Room

FIND A ROOM

Request Criteria

Request Type: Computer Labs

Location: WHI - Whitworth Campus Use additional criteria

Availability

Duration: 01:20

Between: 9:30 AM and 10:50 AM Recurring Reservation

Verify Calendar

Availability Calendar

Click on a date to view availability

October 2017							November 2017							December 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
													31							

Unavailable Available Today Selected

Available Rooms Requiring Approval

9:30 AM (5 rooms)

Click on a row to select a room

Campus	Building	Room	Room Type	Room	Calendar
WHI	DIX	101	CP	Detail	
WHI	HAWT	106	CP	Detail	
WHI	JOHN	214	CP	Detail	
WHI	JOHN	304	CP	Detail	
WHI	JOHN	308	CP	Detail	

5 records

2. Click on "Find a Room" under Requests. This will not show if you have not logged in.

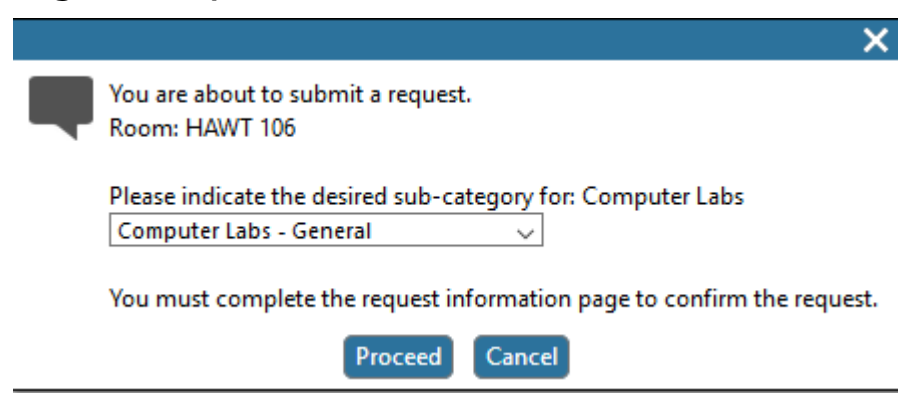
3. Set the duration for your request. If you do not complete this step the reservation will only be for 5 minutes.

4. Set the beginning and end time of your request. If you would like to have a recurring reservation, check this box.

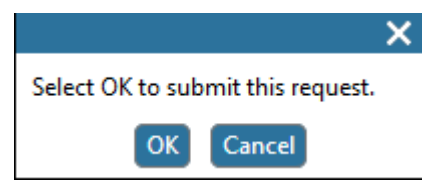
5. Click on the date for which you would like to request a lab.

6. The rooms which meet your requirements for availability will be displayed here. Click on the room you would like to request.

7. After you click on the room you wish to request you will receive this popup. Leave this as is unless you are requesting a computer lab in Eric Johnston Science Center. Click Proceed.



8. After clicking Proceed you will receive this popup to confirm that you wish to submit the request. Click OK.



9. Finally you will receive this popup confirming that your request has been submitted. Click OK. You may view the status of your pending requests under "My Requests" on the left sidebar under the "Requests" header.