🚦 Find a Room	× +						-	o ×	
• 🛈 roomsportal/portal	/index.php?p=FindRoom&r=	:1	C Q S	earch	☆ 自	∔ 俞	▽ 👳	≈ =	
🗒 EnCampus Port	al		1. Log in	to InfoSilem fir	st	Anth	ony H Aoy	yagi 🌣	
Home	Portal - Home > Find a Room			All Activities	▼ This Weel	k 🔹 Seard	:h	5	
My Calendar	FIND A ROOM								
My Bookings	Request Criteria								
Self Service	Request Type:	Computer Labs 🗸 🗸							
My Self Service	Location:	WHI - Whitworth Campus	~	Use additional criter	ia				
Find a Room	. Click on "Find a F	Room" under R	eauests. This v	will not show if	vou have	e not loo	aaed ir	າ.	
Book a Specific Room	Availability								
Requests	Duration	3 Set the dur	ation for your	request If you	do not c	omplet	e this s	ten	
My Requests	01:20 v the recorvation will only be for 5 minutes								
<u>Find a Room</u>	Between:		tion will only	be for 5 minute	25.				
Request a Specific Room	9:30 AM 🗸 and 10:50 AM	4. 9	Set the beginr	ning and end tir	ne of yo	ur reque	est. If y	ou	
Calendar Search	Recurring Reservation		would like to	have a recurring	g reserva	ation, ch	eck thi	is box.	
All Activities	Verify Calendar					,			
Courses									
Events	Availability Calendar								
Rooms	😡 Click on a date to view	<i>ı</i> availability							
Other	October 2017	Not	vember 2017	December 2017					
Lock/Unlock Sun	S M T W T	F S S M T	W T F S	S M T W T	F S		المراجع الم		
Lock/Unlock Mon	1 2 3 4 5	6 7	1 2 3 4		12	5. CIIC	con the	e date	
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Lock/Unlock Sat				31					
Lock/Unlock Today All	Unav	ailable Available	Today	Selected					
Event Calendars	😑 Available Rooms Req	uiring Approval							
Academic	mic 9:30 AM (5 rooms)								
Admissions									
ASWU				// · · ·	CI				
Conferences					Show: 30	Search:			
Faculty	Campus	Building	Room	Room Type	Room		Calendar		
Lecture	WHI	DIX	101	СР	Detail		0		
Multicultural/Diversity	WHI	HAWT	106	СР	Detail		0		
Music	WHI	JOHN	214	СР	Detail		0		
Other	WHI	JOHN	304	СР	Detail		0		
Speakers and Artists Staff	WHI	JOHN	308	СР	Detail		0		
Student									
Theatre		_				_	5 r	ecords	
Weyerhaeuser Center/Chapel	6. The rooms wh	nich meet your	requirements	for availaibility	will be o	displaye	ed here	1 • •	

-- All Events Today --

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.