INSTRUCTIONS ON HOW TO SUBMIT A FACILITY REQUEST

To locate the facility schedule and request form, go to Employee Pages. Then click on Facility Information, Schedules and Requests.

To view room designations and descriptions, click on Campus Classroom Facility Information.

To request a room, go back out to Facility Information, Schedules and Requests and click on Facility Schedule.

Log in.

***Please note that first time users need to create a new account***

It is very important that you use your Outlook email and Outlook password when creating the new account. For security purposes, the system is going to verify that your email and password match the Outlook email list. After you've created a new account, please contact the Facilities Coordinator via email (Jwert@mvnu.edu) to finalize the setup process. This will include giving you the Customer List.

After creating a new account, select My Account, then Log In.

To reserve a room, select Reservations then Room Request. On the left side of the screen, you'll see a column that will contain all the pertinent information relating to your specific meeting needs. After you've filled out the form, click Find Space. It will pull the entire day's schedule for the requested building, so if the room is unavailable for your requested time you will be able to see alternate available times during that entire day. To select a room, click the green plus sign to the left of the room name. The room will automatically be transferred to the selected location box above the listing.

Now, you must enter the meeting details. Select the second tab Details. Some of the information is necessary (as indicated by the red asterisks), and some is optional. If you're going to be charging out something to a specific budget line, please put it in the PO line.

Click Submit Reservation.

You will receive a confirmation email immediately upon submitting the reservation.