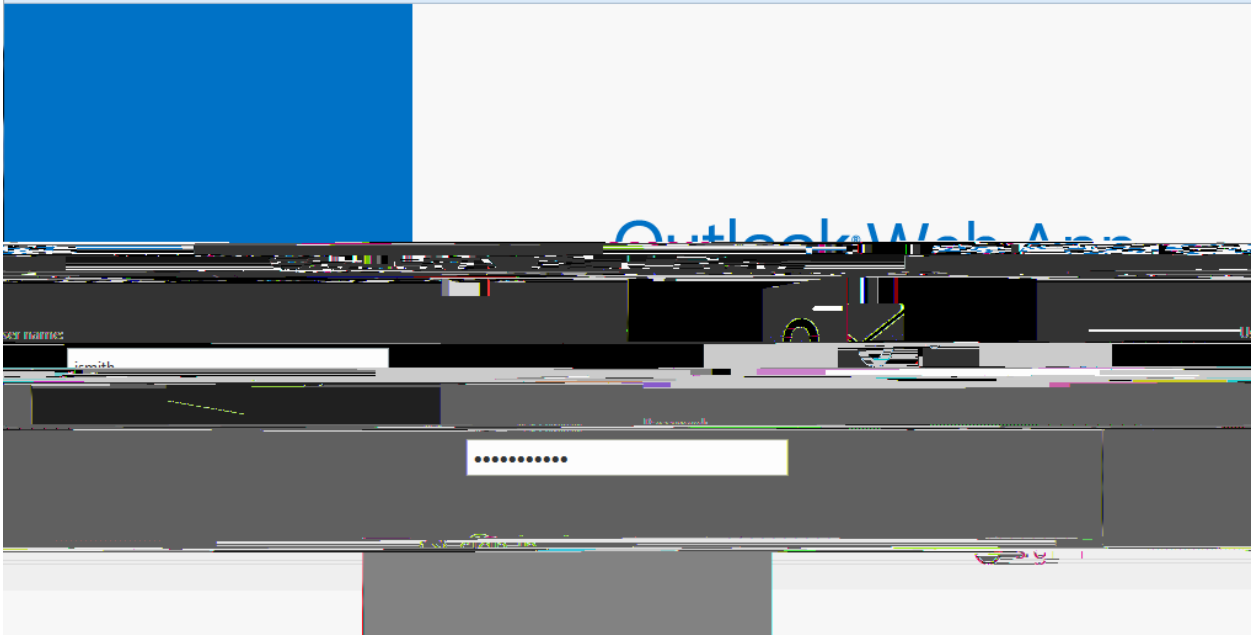


Reserving CIAB or Classroom In A Box from



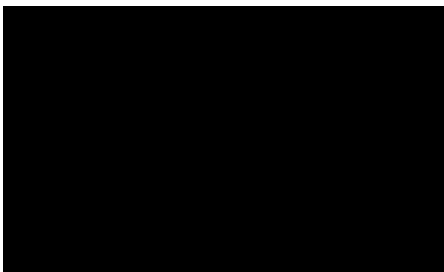
USER NAME: will be the first name initial and full last name. ex. John Smith will be JSMITH (this is not case sensitive so uppercase or lowercase letters do not matter!!)

PASSWORD: this is going to be the network password.

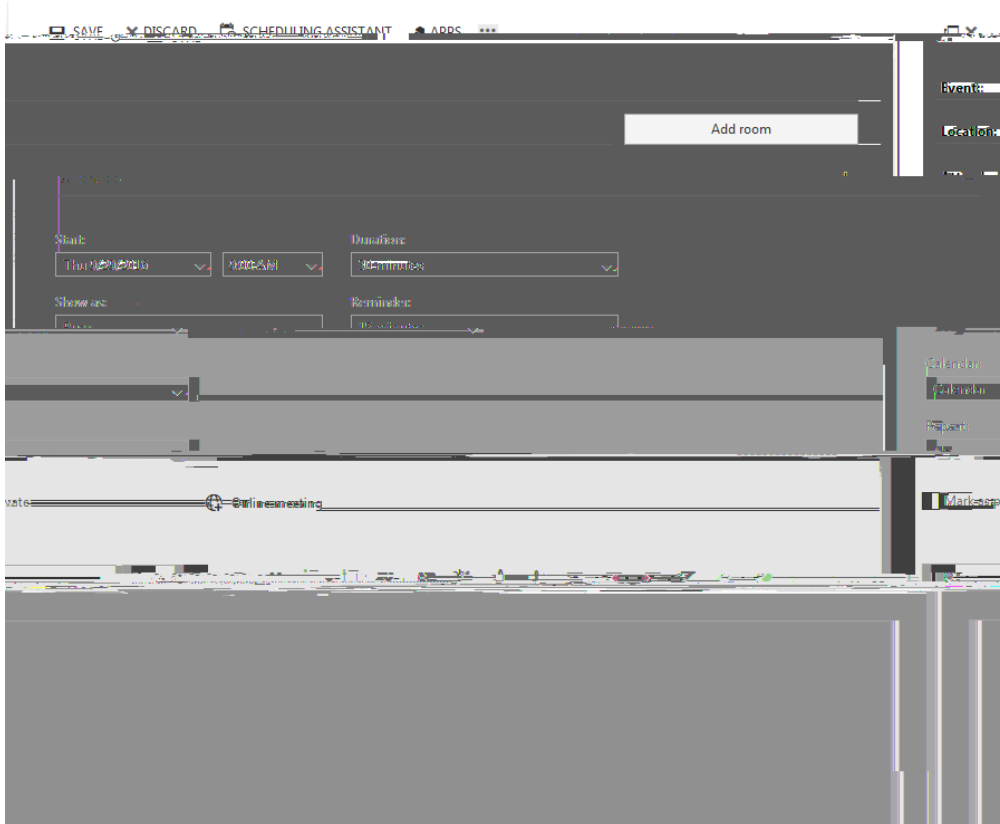
5. Once logged in, locate and click CALENDAR in the TOP RIGHT CORNER:



6. Next, click on NEW EVENT in TOP LEFT CORNER:



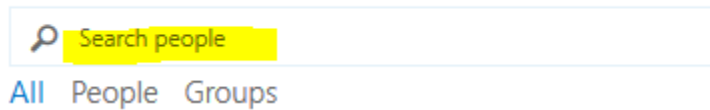
7. You will see a calendar event request that looks like this:



8. Here you will need to start by selecting CIAB as the ATTENDEE by clicking the PLUS SIGN on the right hand side of the line saying "Attendees":

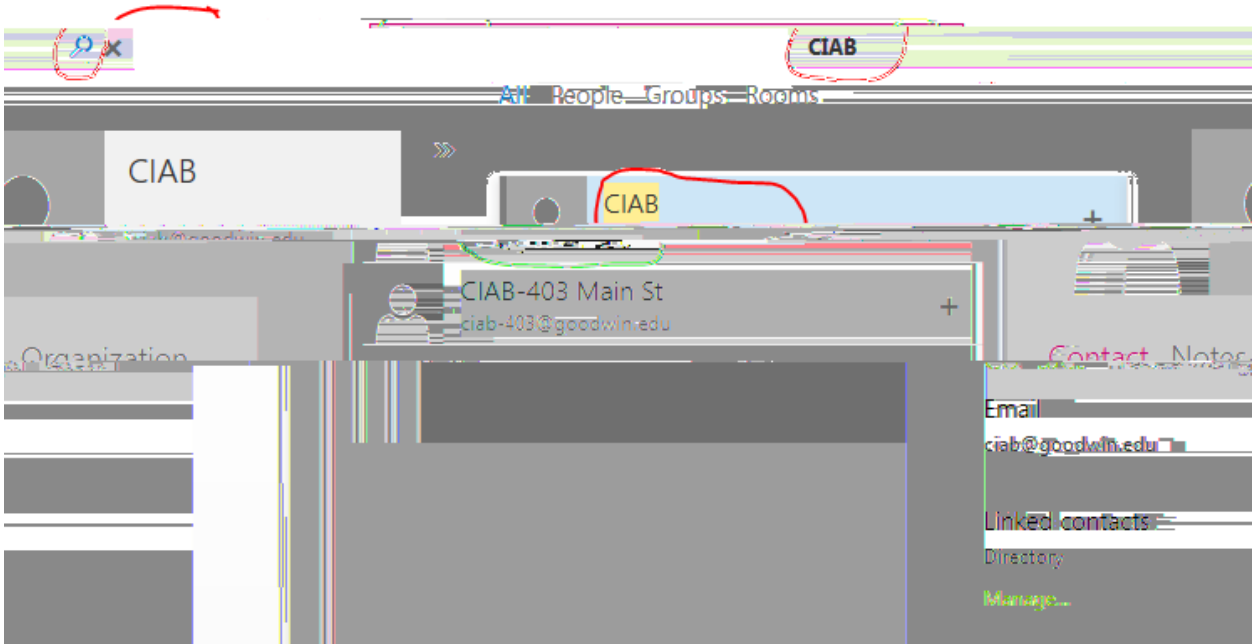


9. On the next screen you will need to type in [redacted] into the "search people" bar and hit enter:

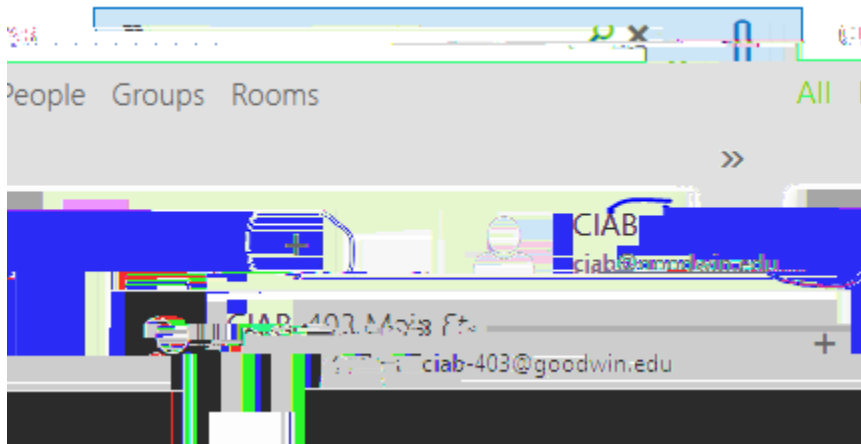


Afterwards you will see this screen:

✓ OK ✕ CANCEL
Required attendees:



10. On this screen, click on the PLUS sign next to CIAB as in the screen below:



This will put CIAB as your REQUIRED ATTENDEES for this event:

11. Click OK in the TOP LEFT CORNER:

12. Now you will need to fill in the rest of the fields:

- a. EVENT: You will need to type in your name as the requestor
- b. LOCATION: Classroom which CIAB will be used in, ex. Room 228
CIAB CAN ONLY BE REQUESTED AT THE ONE RIVERSIDE DRIVE BUILDING WHICH IS THE MAIN CAMPUS BUILDING. ANY OF THE 6 FLOORS IS OK.
- c. Attendees: This should already read CIAB
- d. Time Table:
 - i. Here you will only need to put in the date and time you need the CIAB for as the START FIELD – this is done through drop down menus for date and time
 - ii. In duration dropdown please select CUSTOM:

This will allow you to type in any length of a class or duration you need it for. (this usually is the full length of class, about 3 hours)

- iii. Once CUSTOM DURATION is selected, you will now be able to put the END DATE AND TIME (previously not seen unless CUSTOM is selected).

- iv. Rest of the fields you can leave as DEFAULTS. EVEN THE BODY OF THE EVENT REQUEST

***DECLINED REQUEST EMAIL NOTIFICATION:

14.