Making An Onsite Reservation With WebCheckout

Step 1:

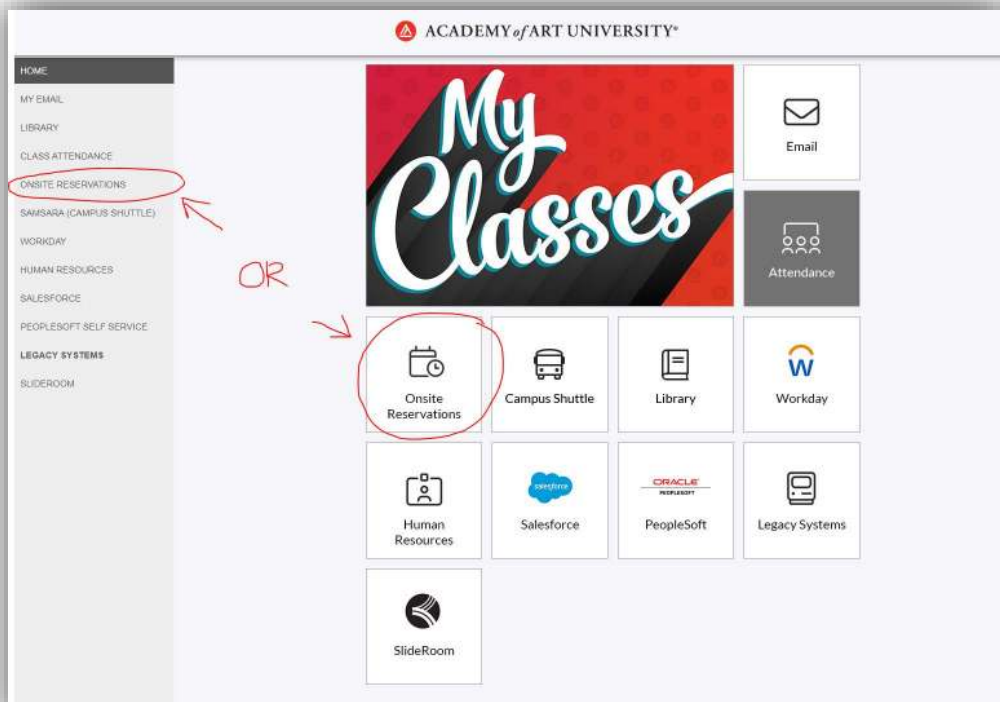Go to https://portal.academyart.edu/campusm/home#select-profile and select "Student/Faculty/Staff."

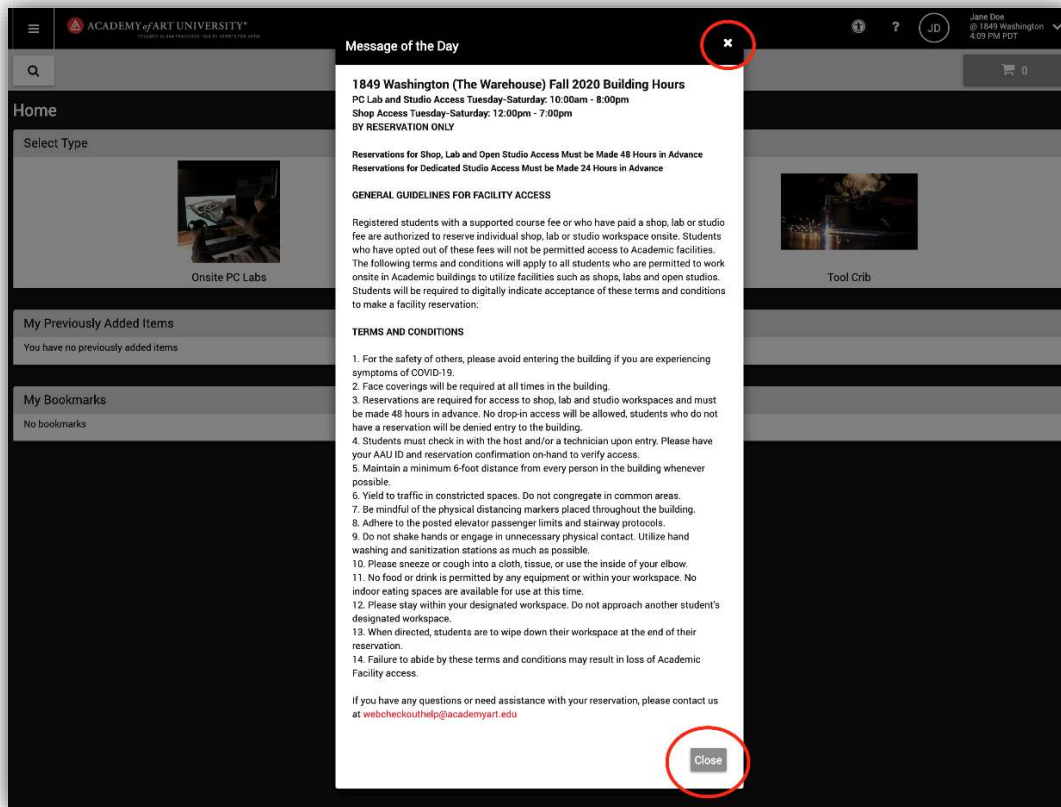If prompted, login using your AAU username and password.
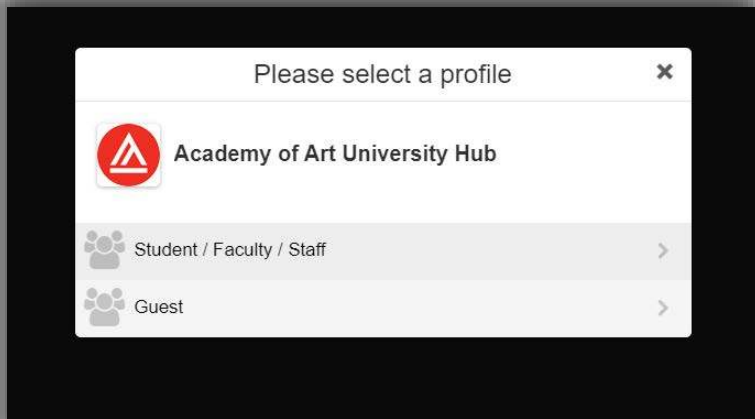
Then select "Onsite Reservations" from either the left-side of the screen or under "My Classes"
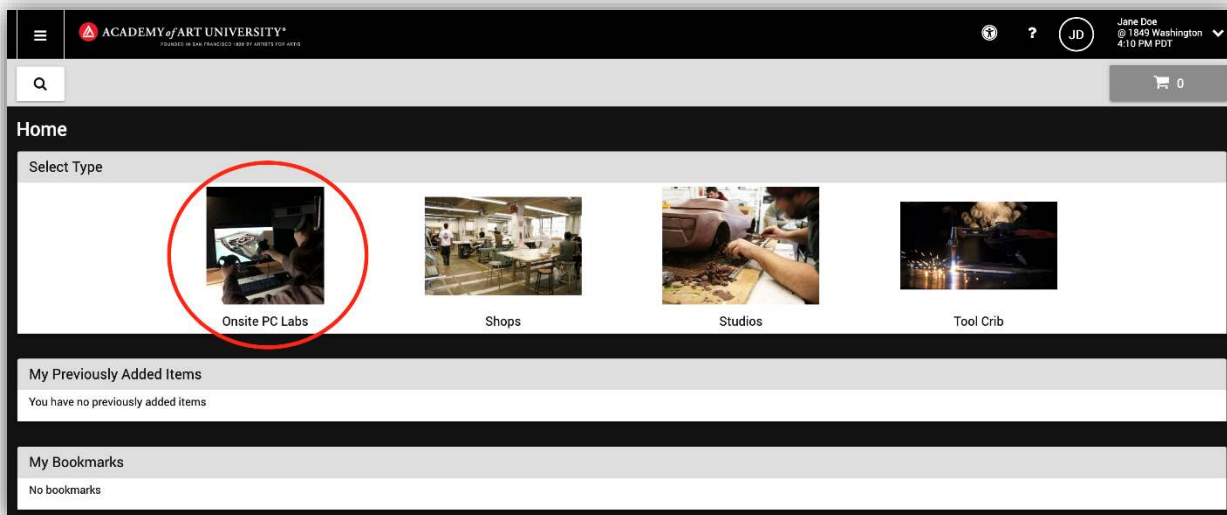
Step 2:

Please read the "Message of the Day" notification that comes up as it may contain building and lab hours and facility access guidelines. You may close by hitting the "X" or "Close" button after you're done reading.


Step 3:

On the Home Page select what type of reservation you want to make. *(i.e. Onsite PC Labs)*

Step 4:

Select from the options what workstation location or type of workstation you'd like to reserve. Depending on the building, you may have more than one option to select from. Click "Read full description" if you'd like more information about the special features and equipment.
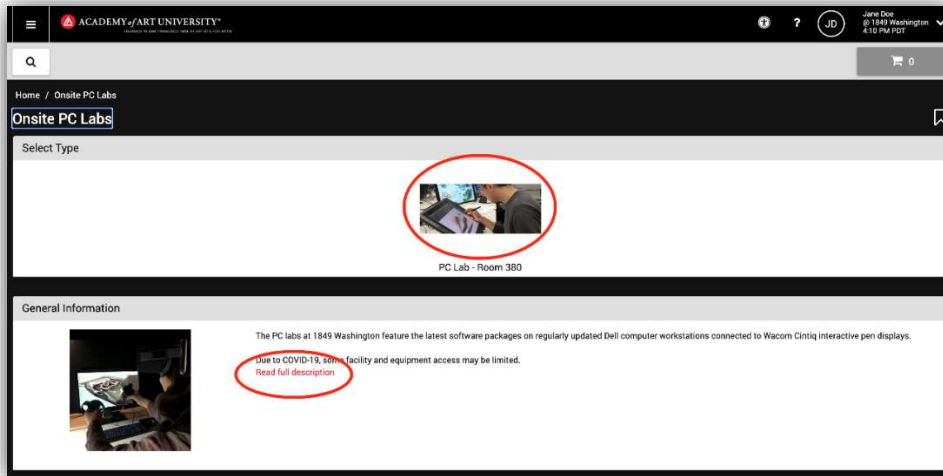

Step 5:

You'll be presented with two options on the next page: "Reserve one of this Type" and "Specific Items."

- Select "Reserve one of this Type" to have our technicians assign you to any available workstation.

    (Fastest Check-Out Option)

- If you'd like to reserve a **specific workstation**: (1) Select "Specific Items" and find the resource you want to reserve. (2) Add it to your cart by clicking the "Add" button. (3) Select the Cart icon up top in the right corner of the screen.
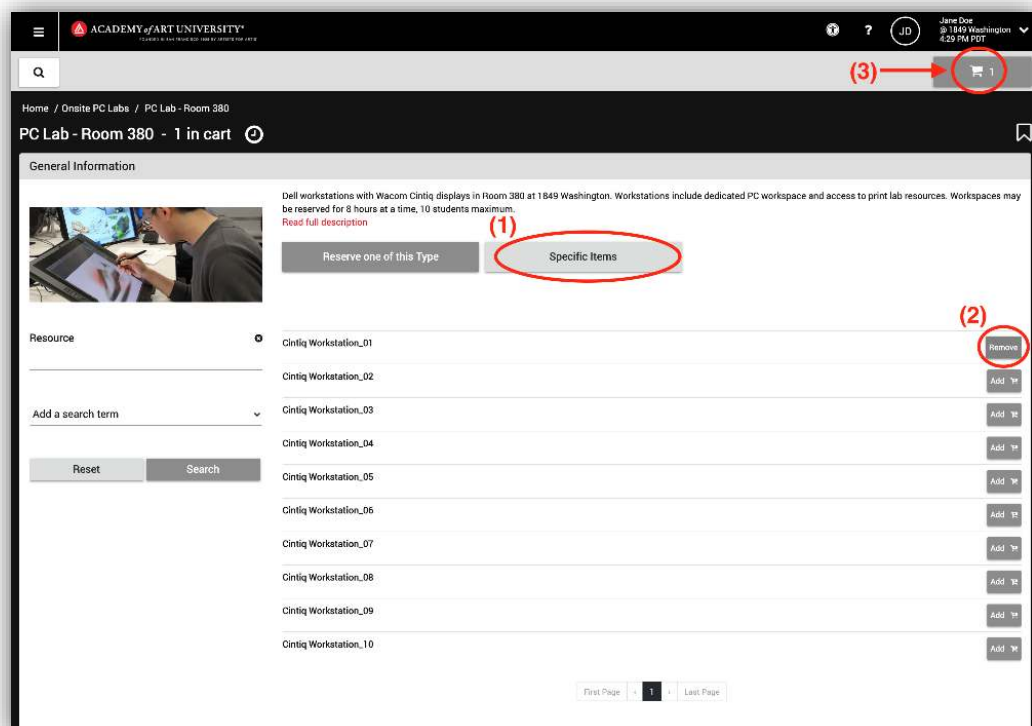
Step 6:

If you have not already clicked on the "Cart" icon, scroll up to the top right of the screen under your name to do so.

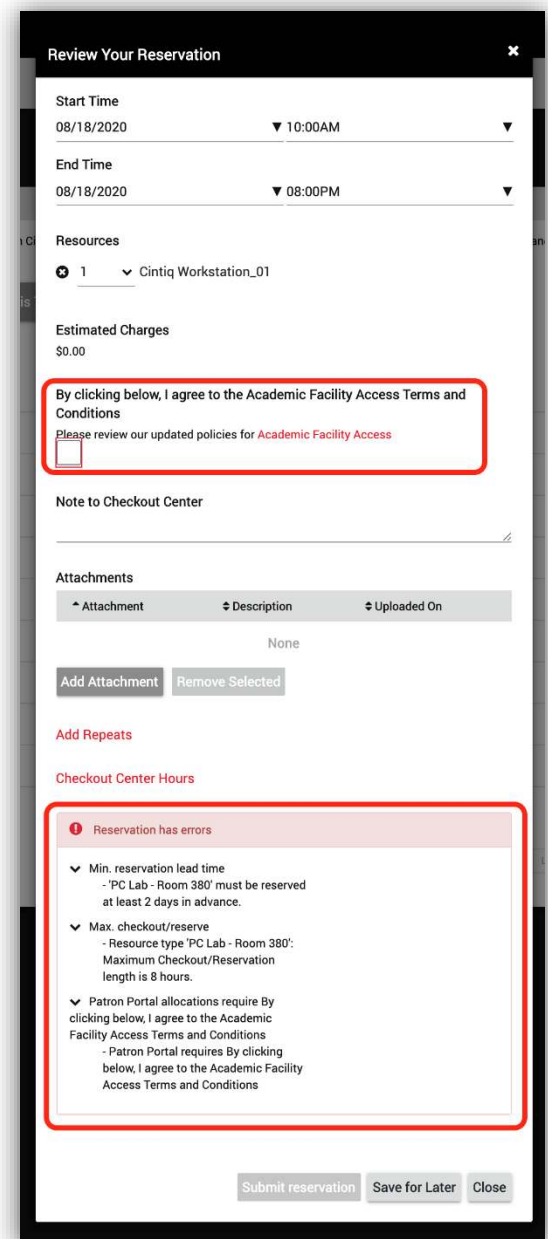Then click "Create Reservation" in the window that pops up.
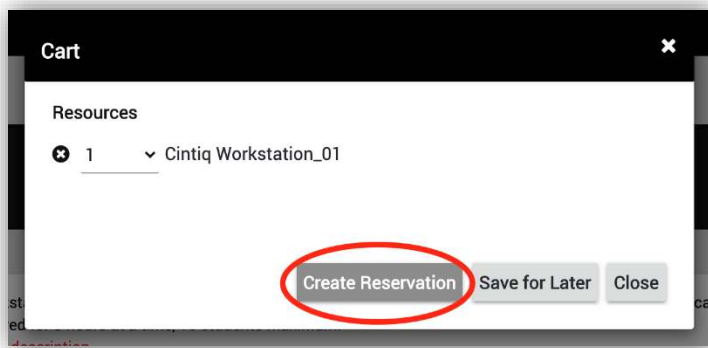
Step 7:

Fill in the details of when and for how long you'd like to reserve a workstation.

At the bottom of the window, you might see some error messages. (boxed in red) Make sure to follow the guidelines when entering your check-out information. *(i.e. Reserve a computer at least 48 hours in advance, Read and Agree to the Terms and Conditions)*

Once you meet all the requirements, the error messages will go away and you will be able to make your reservation.

Note: If you need to review the lab hours while making your reservation, click the "Checkout Center Hours" link.

Step 8:

To finish making a reservation, review your request and hit "Submit Reservation" (circled in red)
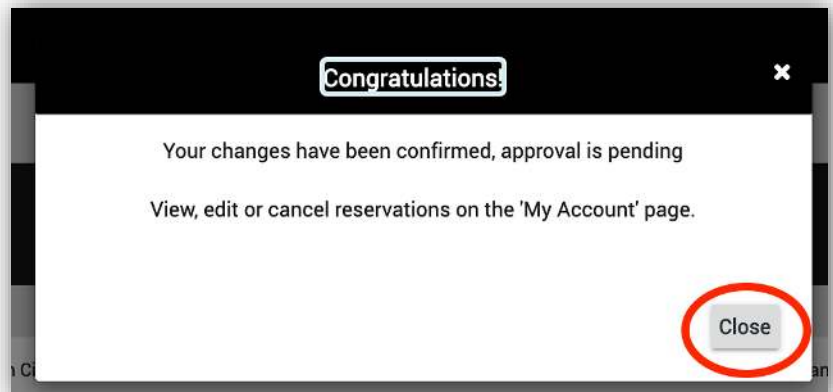

Your reservation request will now need to be reviewed by a lab technician for approval.

If approved, a follow-up email will confirm your reservation. Please make sure to bring your email confirmation with you to your reservation to show to the Campus Host and/or Technician for building access.

You can view, edit, or cancel your reservation by following the steps **continued on the next page**.
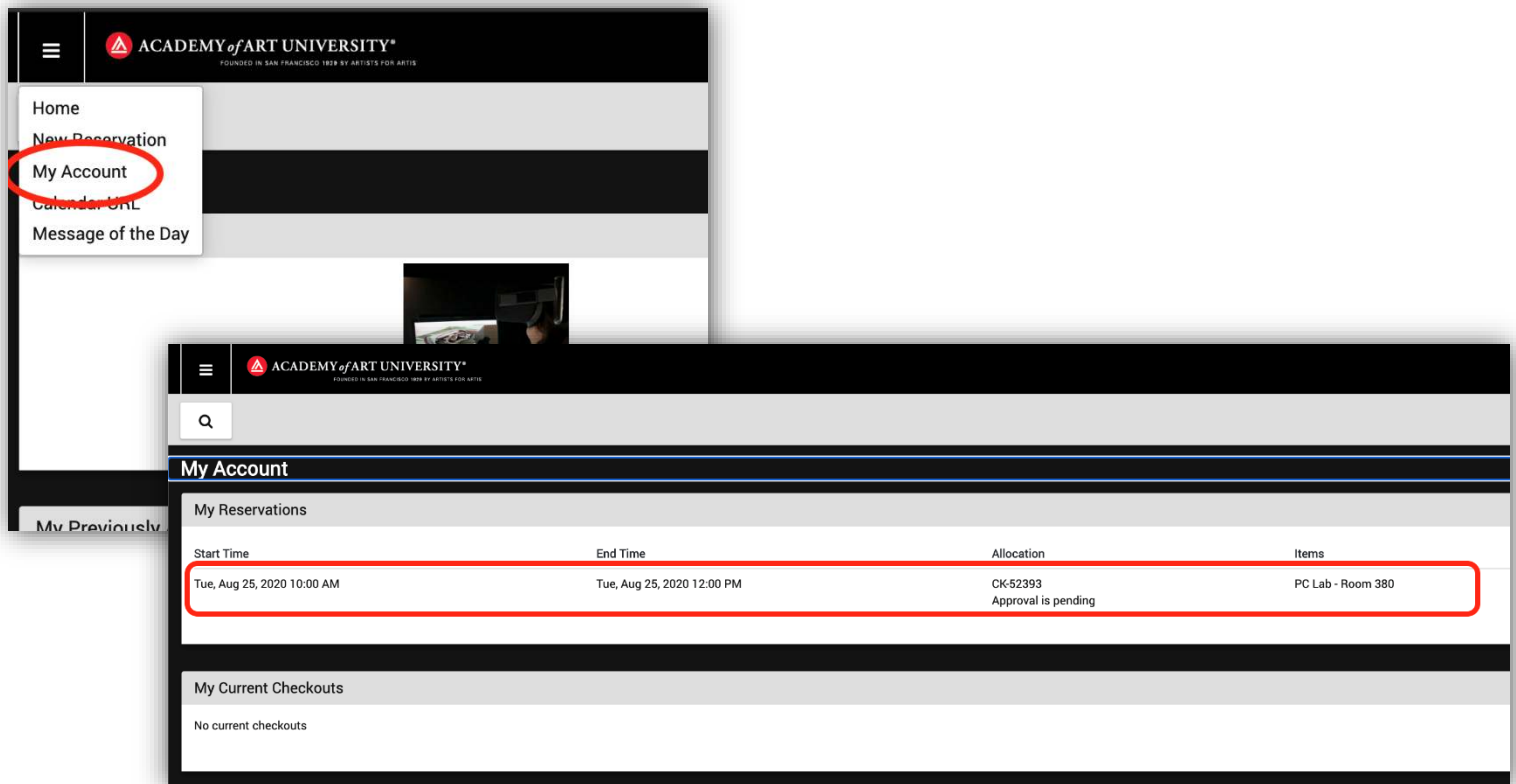
# To View, Edit, or Delete Your Reservation

To View A Reservation:

Return to the Home Page of WebCheckout and select "My Account" from the menu on the left to view your reservation. (circled in red) The status and details of your reservation will be listed.
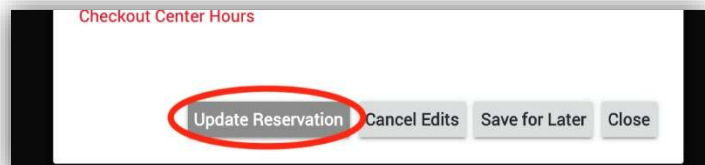

To Edit A Reservation:

On the "My Account" page click the reservation you wish to change.

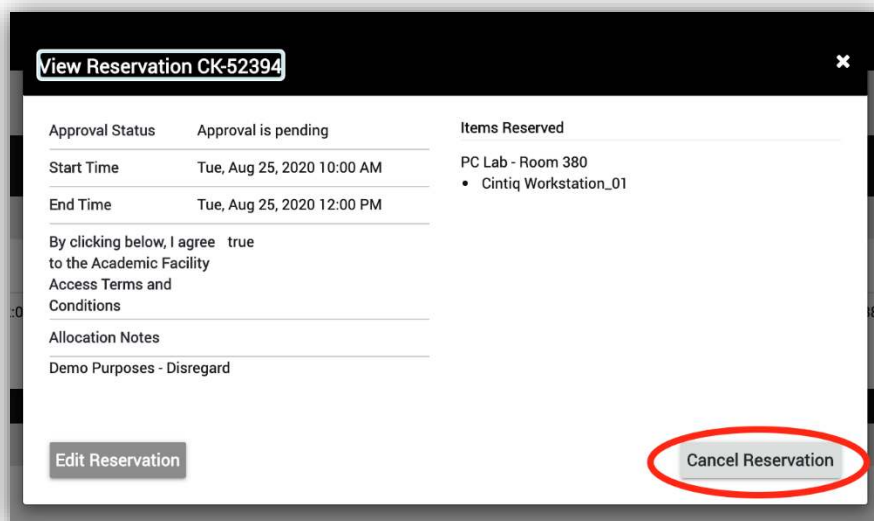Select "Edit Reservation" (circled in red) and make your changes.
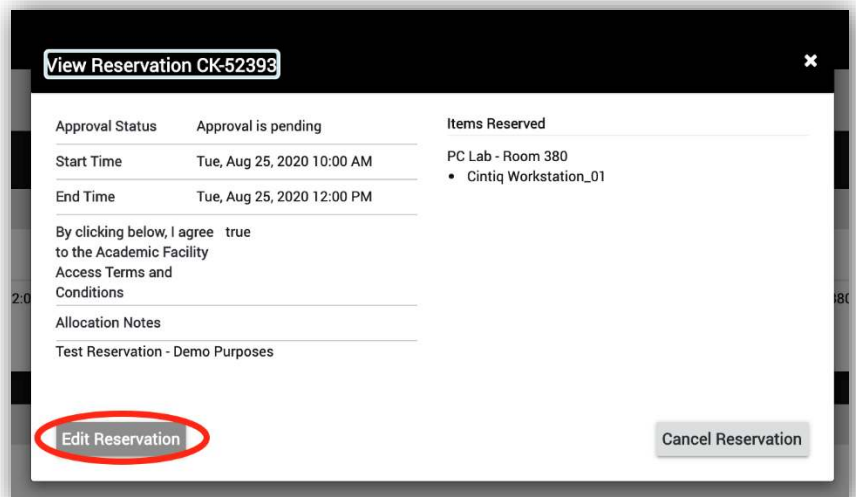
Then select "Update Reservation" when finished to save your updated reservation request.

To Delete A Reservation:

On the "My Account" page click the reservation you wish to cancel.

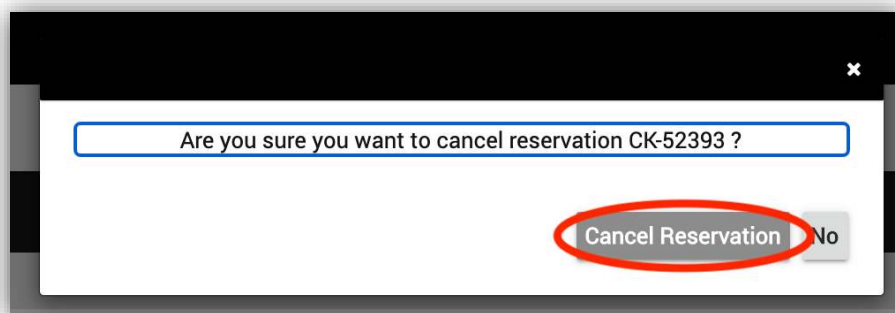Select "Cancel Reservation" and then "Cancel Reservation" again to confirm your decision.