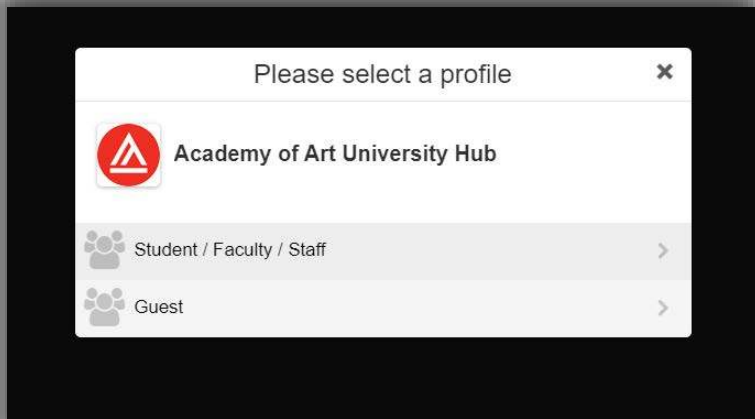


Making An Onsite Reservation With WebCheckout

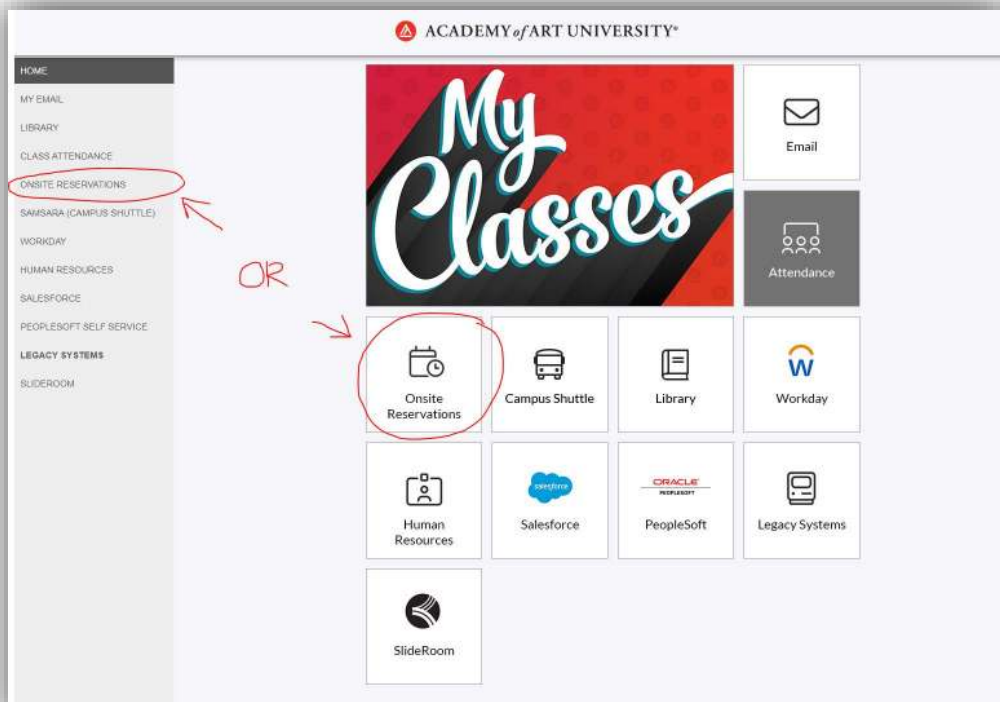
Step 1:

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

If prompted, login using your AAU username and password.

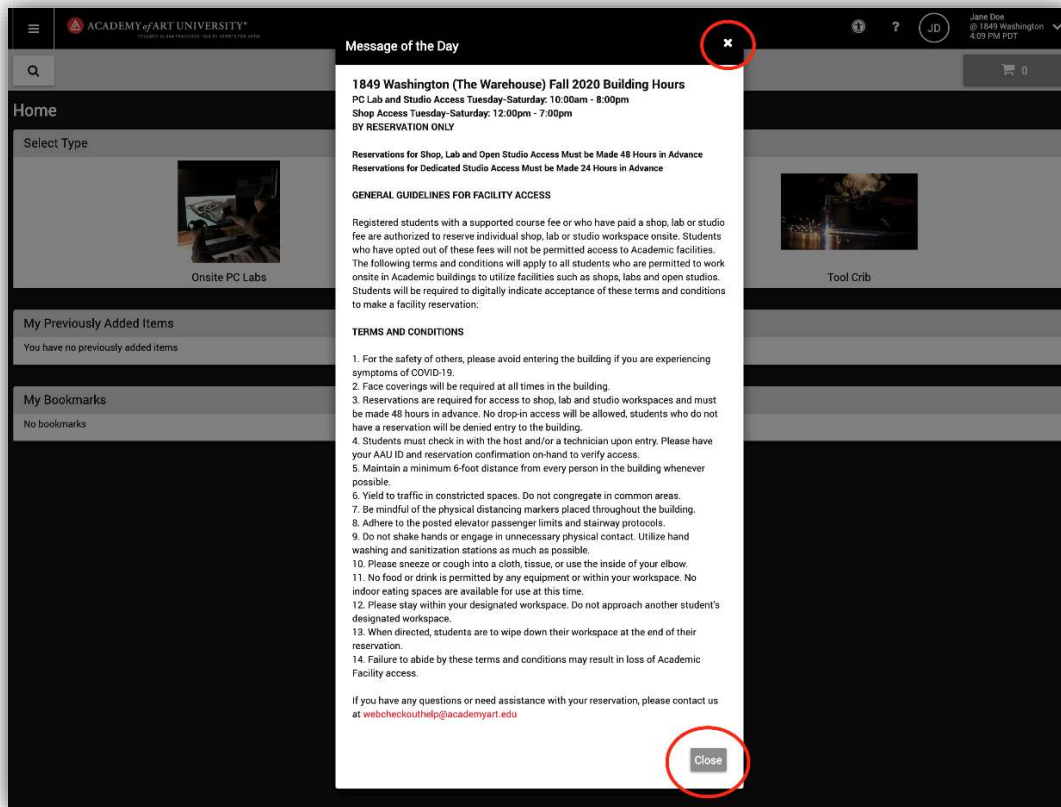


Then select "Onsite Reservations" from either the left-side of the screen or under "My Classes"



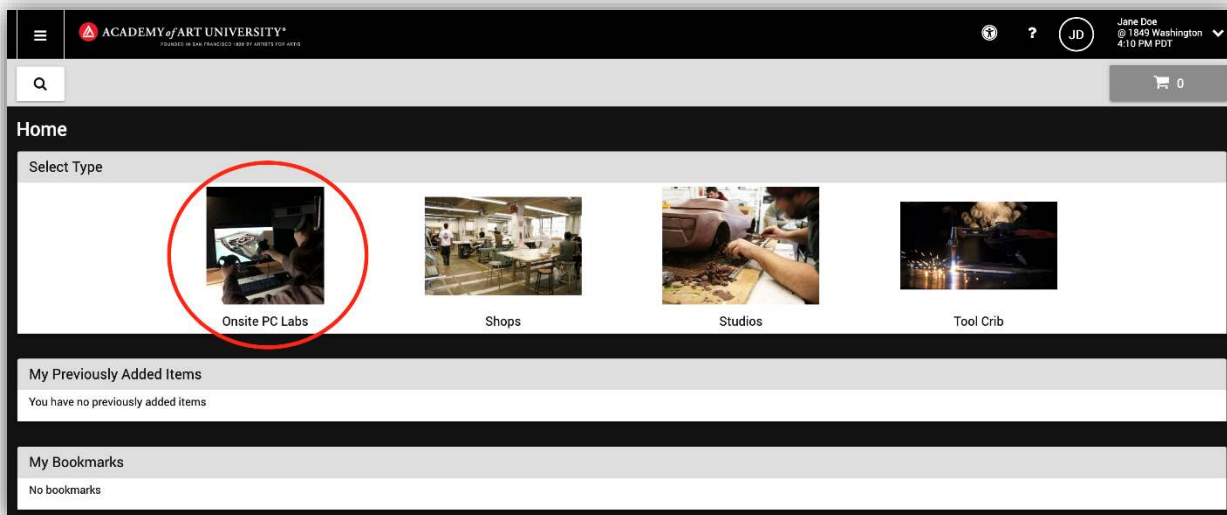
Step 2:

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.



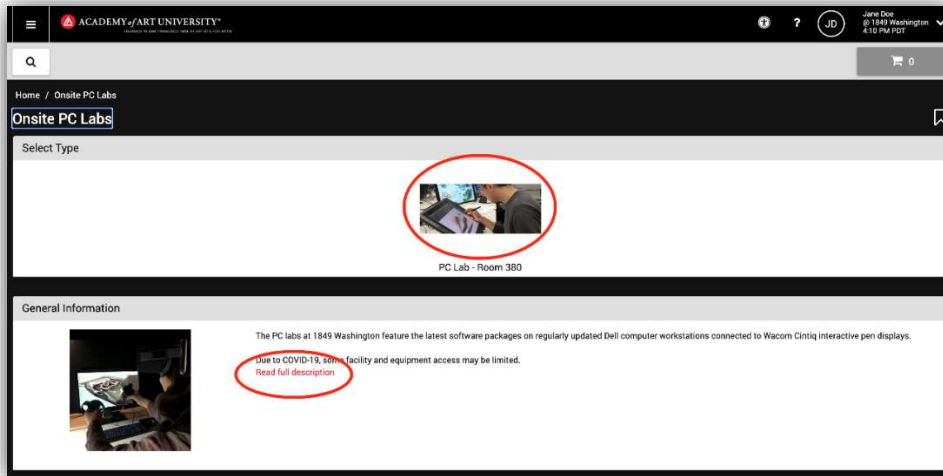
Step 3:

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



Step 4:

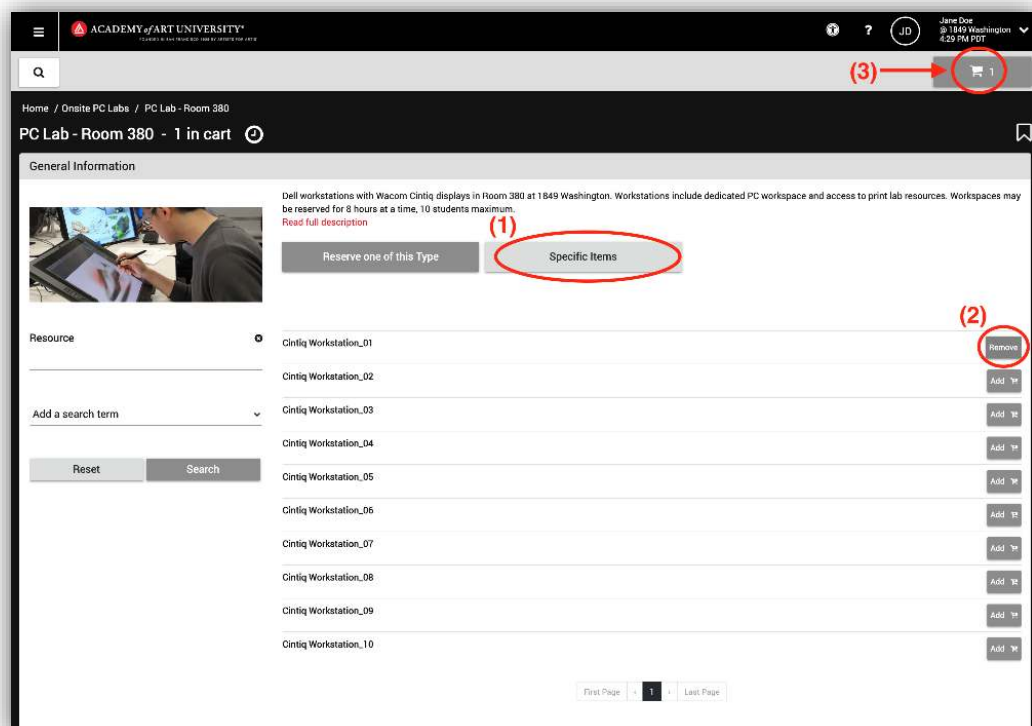
Select from the options what workstation location or type of workstation you'd like to reserve. Depending on the building, you may have more than one option to select from. Click "Read full description" if you'd like more information about the special features and equipment.



Step 5:

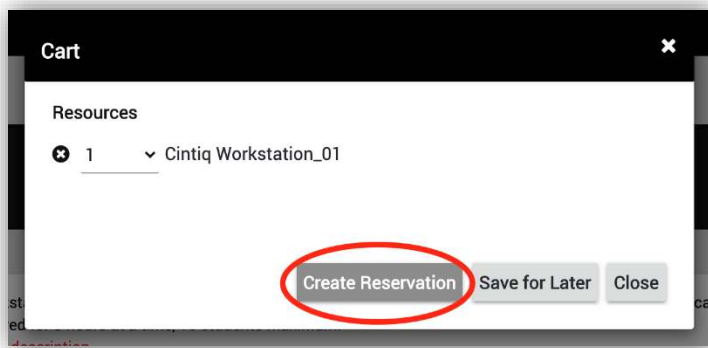
You'll be presented with two options on the next page: "Reserve one of this Type" and "Specific Items."

- 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.



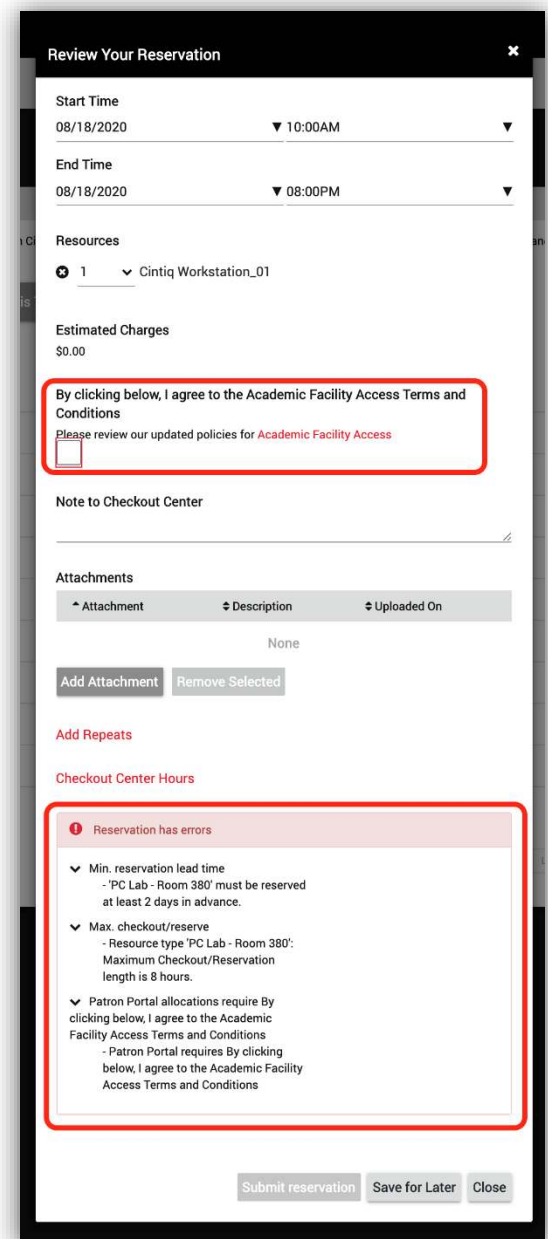
Step 7:

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.

A screenshot of a web application window titled "Review Your Reservation" with a close button (X) in the top right corner. The window displays reservation details: Start Time (08/18/2020, 10:00AM), End Time (08/18/2020, 08:00PM), Resources (1 Cintiq Workstation_01), and Estimated Charges (\$0.00). Below these details, there is a section for "By clicking below, I agree to the Academic Facility Access Terms and Conditions" with a red box around it. This section includes a link to "Academic Facility Access" and a checkbox. Below this is a "Note to Checkout Center" field, an "Attachments" section with a table header (Attachment, Description, Uploaded On) and buttons "Add Attachment" and "Remove Selected", and a section for "Add Repeats". At the bottom, there is a "Checkout Center Hours" link and a red box containing error messages. The error messages are: "Min. reservation lead time - 'PC Lab - Room 380' must be reserved at least 2 days in advance.", "Max. checkout/reserve - Resource type 'PC Lab - Room 380': Maximum Checkout/Reservation length is 8 hours.", and "Patron Portal allocations require By clicking below, I agree to the Academic Facility Access Terms and Conditions - Patron Portal requires By clicking below, I agree to the Academic Facility Access Terms and Conditions". At the bottom right of the window are buttons "Submit reservation", "Save for Later", and "Close".

Step 8:

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

Review Your Reservation

Start Time

08/25/2020 ▼ 10:00AM ▼

End Time

08/25/2020 ▼ 12:00PM ▼

Resources

1 ▼ Cintiq Workstation_01

Estimated Charges

\$0.00

By clicking below, I agree to the Academic Facility Access Terms and Conditions

Please review our updated policies for [Academic Facility Access](#)

☒

Note to Checkout Center

Attachments

Attachment	Description	Uploaded On
None		

Add Attachment

Remove Selected

Add Repeats

Checkout Center Hours

Monday	Closed
Tuesday	10:00 AM - 8:00 PM
Wednesday	10:00 AM - 8:00 PM
Thursday	10:00 AM - 8:00 PM
Friday	10:00 AM - 8:00 PM
Saturday	10:00 AM - 8:00 PM
Sunday	Closed

Submit reservation

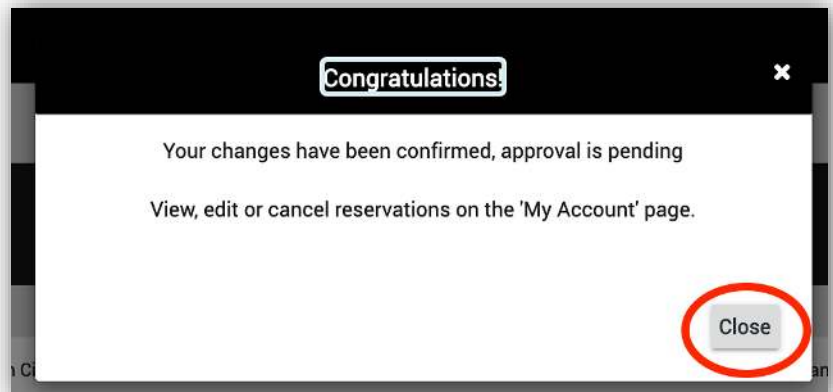
Save for Later

Close

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.

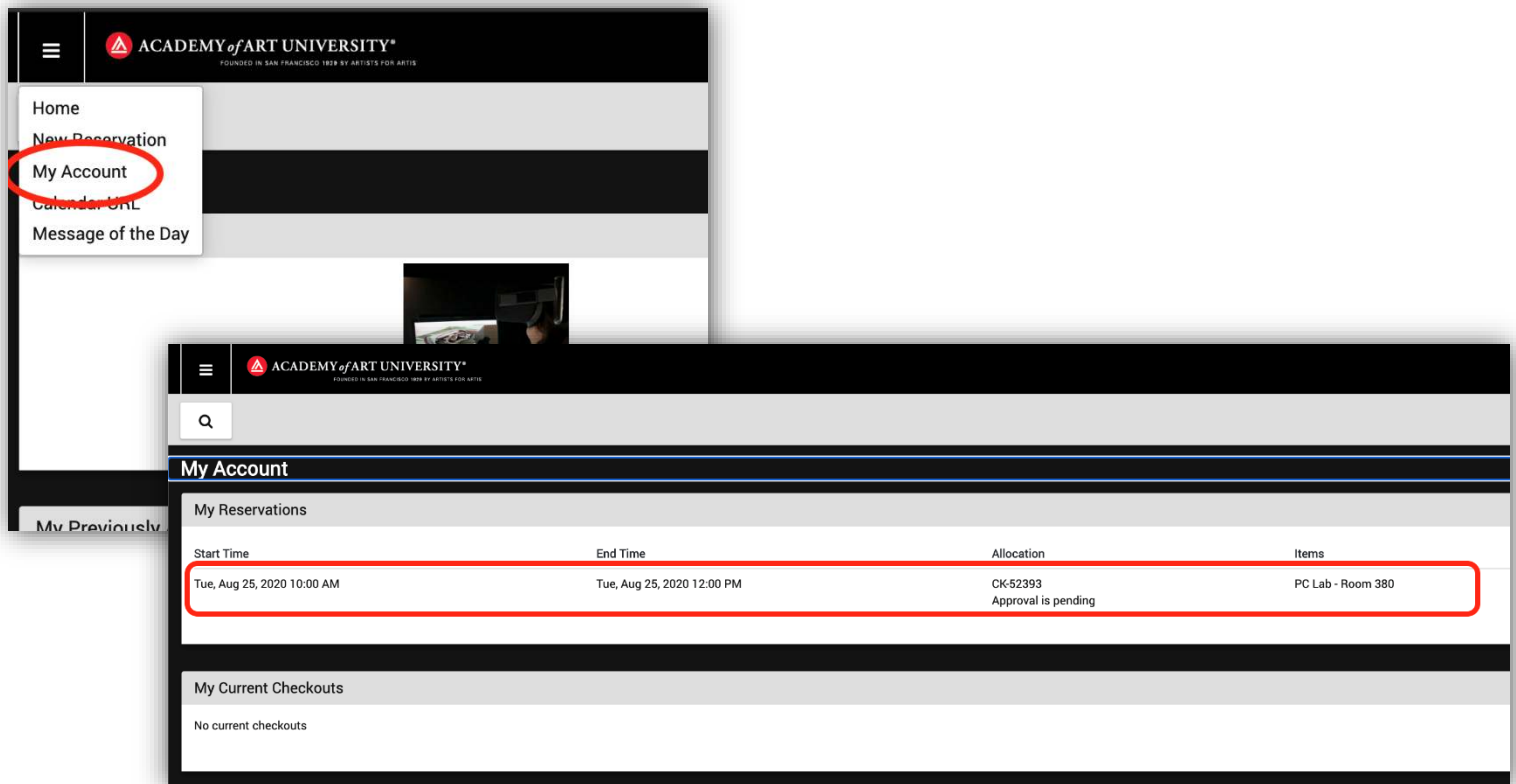


If you have issues making a reservation, please email labtechsupport@academyart.edu OR join the labtech help Zoom (<https://art.zoom.us/j/7428421234>) for further assistance

To View, Edit, or Delete Your Reservation

To View A Reservation:

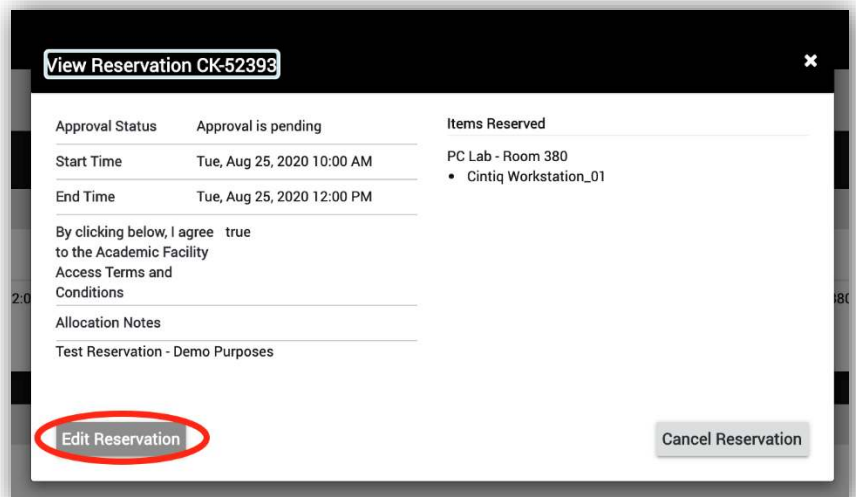
Return to the Home Page of WebCheckout and select "My Account" from the menu on the left to view your reservation. (circled in red) The status and details of your reservation will be listed.



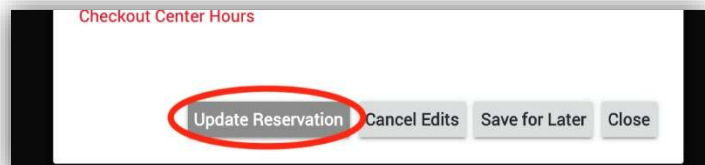
To Edit A Reservation:

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

Select "Edit Reservation" (circled in red) and make your changes.



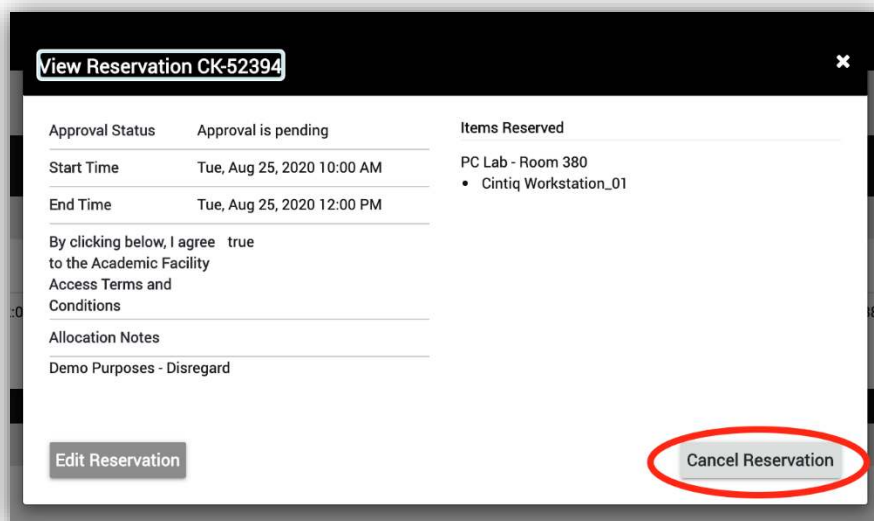
Then select "Update Reservation" when finished to save your updated reservation request.



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.



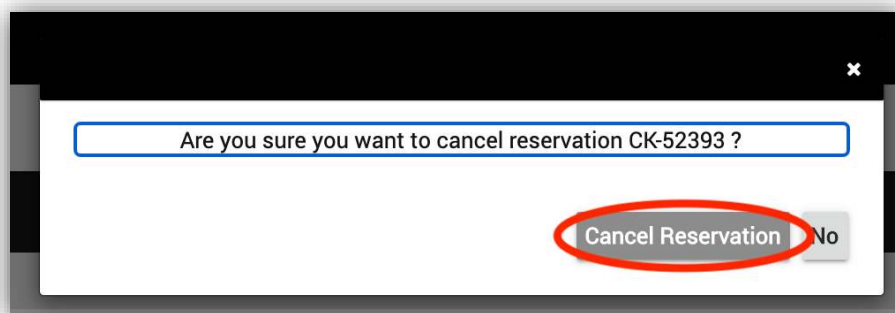
View Reservation CK-52394

Approval Status	Approval is pending	Items Reserved
Start Time	Tue, Aug 25, 2020 10:00 AM	PC Lab - Room 380
End Time	Tue, Aug 25, 2020 12:00 PM	• Cintiq Workstation_01

By clicking below, I agree true to the Academic Facility Access Terms and Conditions

Allocation Notes
Demo Purposes - Disregard

Edit Reservation Cancel Reservation



Are you sure you want to cancel reservation CK-52393 ?

Cancel Reservation No

If you have issues making a reservation, please email labtechsupport@academyart.edu
OR join the labtech help zoom (<https://art.zoom.us/my/labtechsupport>) for further assistance