Login Page

1. Click on “Guest”

Next Screen

2. Click ok
Use the at the top left of your screen to go back to a previous screen.

Next Screen

You are on “My Calendar”. This screen graph depicts the reservations that are validated, cancelled, completed, etc.

Hover over a pink, blue, or green reservation indicator, this will display a box with the reservation number, time and room(s) name. Click on the line, the next screen will show the reservation information, click on detail for more information.
Using the Legend

Use the ❯ button at the top left of your screen to go back to a previous screen.

Select this option if you know the reservation number you want to look up.

Event Search
Show All Events
Show Open Events
Show Future Events
Show Closed Events
Copy the url here to receive information on upcoming events. Select these options to search events you want to attend.

Use the Calendar View to search a site enter the date, time span, enter SDSU, DDN, etc.

4. Select date, time span here
5. Enter a room descriptive name here, ie CAP A; DHS; Brookings

6. Click here to see if the room is in use or available
7. Click here to select a report.

8. Enter the reservation number here.

9. Click here to create the report