

Online Classroom Reservation User Guide

The new online calendar will provide faculty and staff with new options to reserve and manage their classroom reservations in the Library and Computer Commons. For example faculty/staff can now manage all their reservations by viewing all their reservations submitted, cancel reservations, and submit requests for some else.

To access the new online calendar:

1. Go to <http://www.pc.maricopa.edu/ctl/reservations/> or go to the Computer Commons website www.phoenixcollege.edu/cc and click on "Request a Classroom"

Once connected to the new online calendar, the reservation main page provides general classroom reservations information.


2. Click on the **Login Tab**, use your MEID and password to login. Don't have your MEID or password call Phoenix College Technology Support Group at 57200.

Once you are logged on you'll notice "Welcome" "your name" and Announcements under the Reservations Tab. In the Reservations Tab, you can view all reservations in either the Computer Commons Classrooms or Library Classrooms. In this window you will have access to 3 tabs that include **New Reservations, My Reservations, and Logout.**

To create and submit your reservation:

3. Click on **New Reservations**. Enter/select required information:

- a. Select **Area/Building** (Computer Commons).
- b. Select **Room** (Encanto, Coronado or Catalina).
- c. Select **Date** (Optional: use calendar to find and enter the date).
- d. Click on **Click here to make this reservation for another** (only if you are creating and submitting a reservation for some else).
- e. Enter **Start Time** for your reservation. Click on the **Start Time**, to view times available.
- f. Enter **End Time** for your reservation. Click on the **End Time**, to view times available.
- g. Enter **Class Prefix**, Enter **Class Number** (If this is not a course, select Other Non PC Function, Other PC Function or Workshop that best applies to your reservation. In the comment box,

Date* 



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enter a brief description of your reservation).

- h. Enter **Seats needed** (Maximum stations are listed in RED).
- i. Select **Equipment/Resources** (Pull-down Tabs provide options to select appropriate software/hardware or assistance needed).
- j. Enter **Other Comment/Description** (include any information/instructions necessary for your reservation).

4. Click **Submit Reservation** to complete process.

- Note, when you submit your reservation a number is assigned to your reservation. This number is used to track your reservation.
- An email will be sent to you confirming your reservation.
- Allow 24 hours for your reservation to be processed.

To view and manage all your reservations submitted with descriptions, classroom information and reservation limit etc.:

5. Click on **My Reservations**

In the **My Reservations Tab**, you can review and manage all your reservations' status relating to:

- **Pending** (non-approval status needs approval from the administrator)
- **Approved** (approval status, reservations can still be cancel by originator)
- **All** (shows all Reservations). In this window, you can cancel your reservation by clicking on **Cancel**. Once you cancelled your reservation, you still have the option to reinstate the reservation. Note, Canceling a reservation opens the time for some else to reserve that time. Reinstating your reservation may not guarantee your reservation.

Note editing your reservation is not possible but you may cancel the reservation and submit a new revised reservation.

Click on **Logout**, when complete.

For questions call the Computer Commons at 57285 or email commons@pccmail.maricopa.edu.