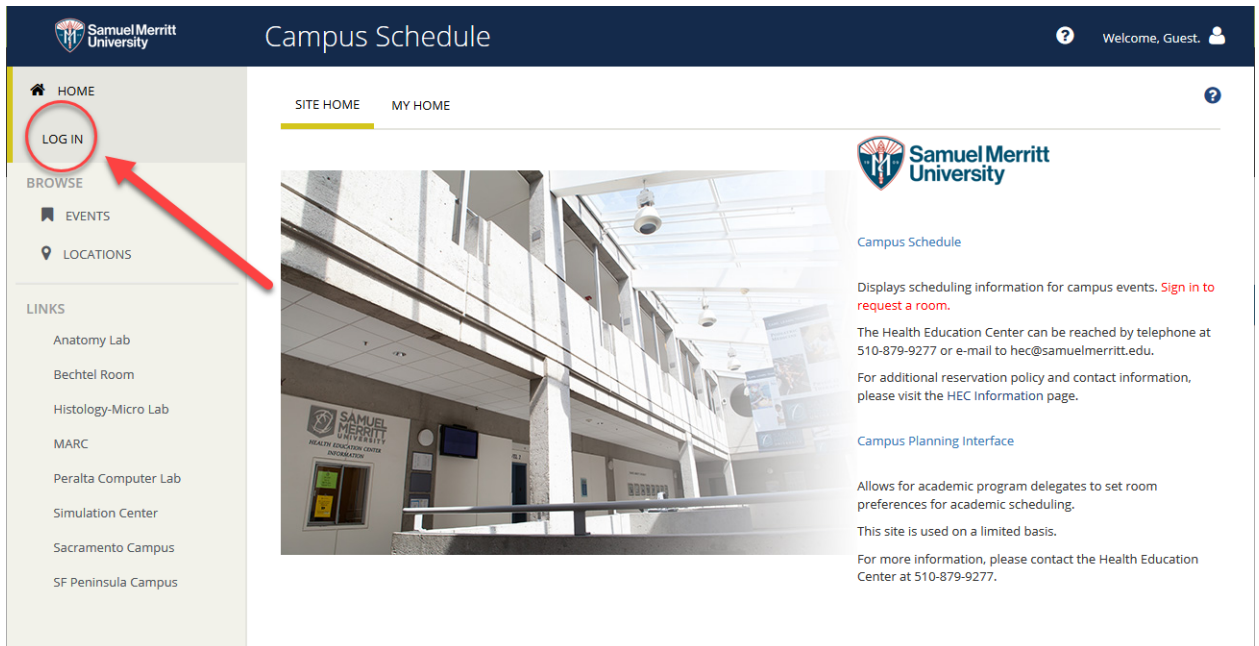


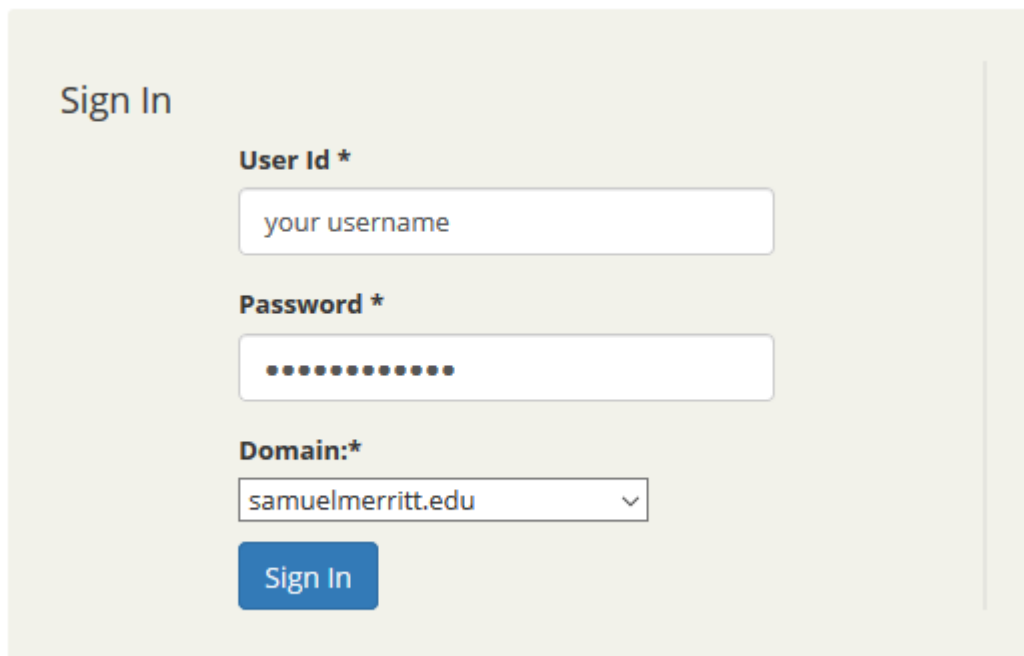
Booking a study room on the web (Effective June 30, 2021)

1. Visit the scheduling system at <https://schedule.samuelmerritt.edu/>



The screenshot shows the 'Campus Schedule' page for Samuel Merritt University. The top navigation bar includes the university logo, the title 'Campus Schedule', and a 'Welcome, Guest.' message. A left-hand navigation menu contains several options: HOME, LOG IN (circled in red with a red arrow), BROWSE, EVENTS, LOCATIONS, and a LINKS section with various campus locations. The main content area features a large photograph of a modern building interior and text describing the 'Campus Schedule' service, including contact information for the Health Education Center and a link to the 'Campus Planning Interface'.

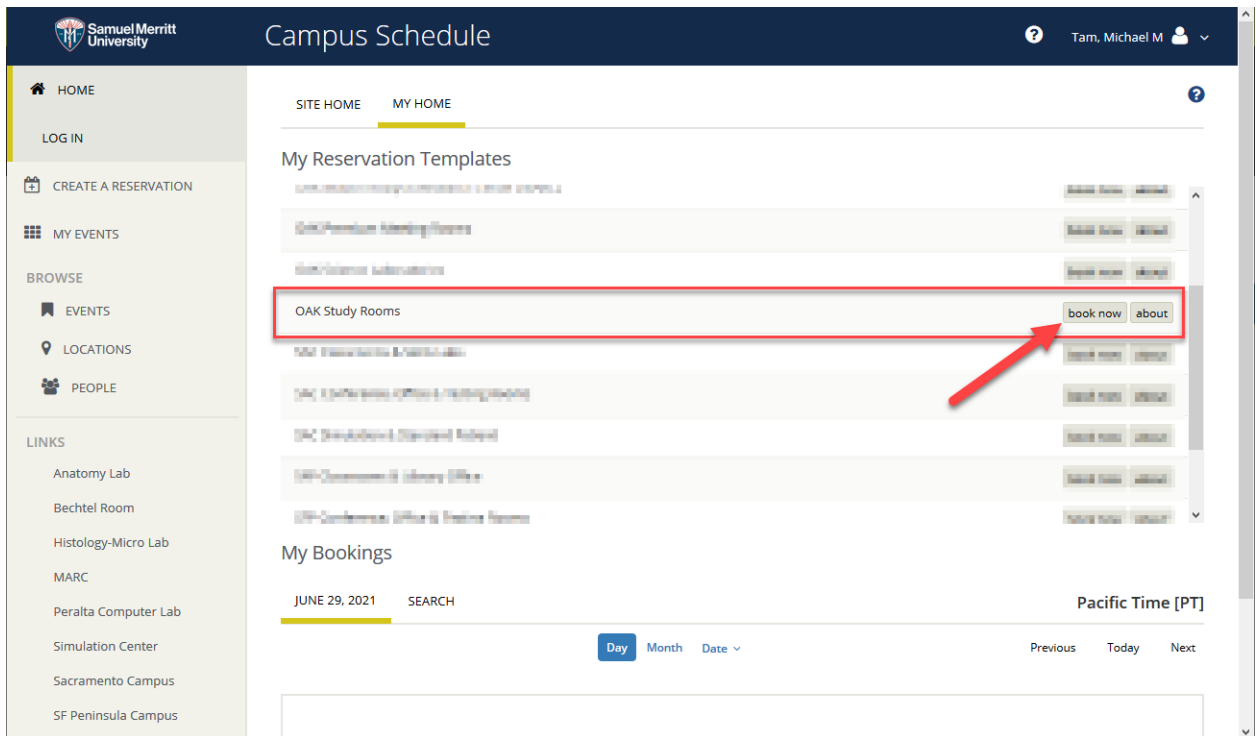
2. Log in using your SMU username and password



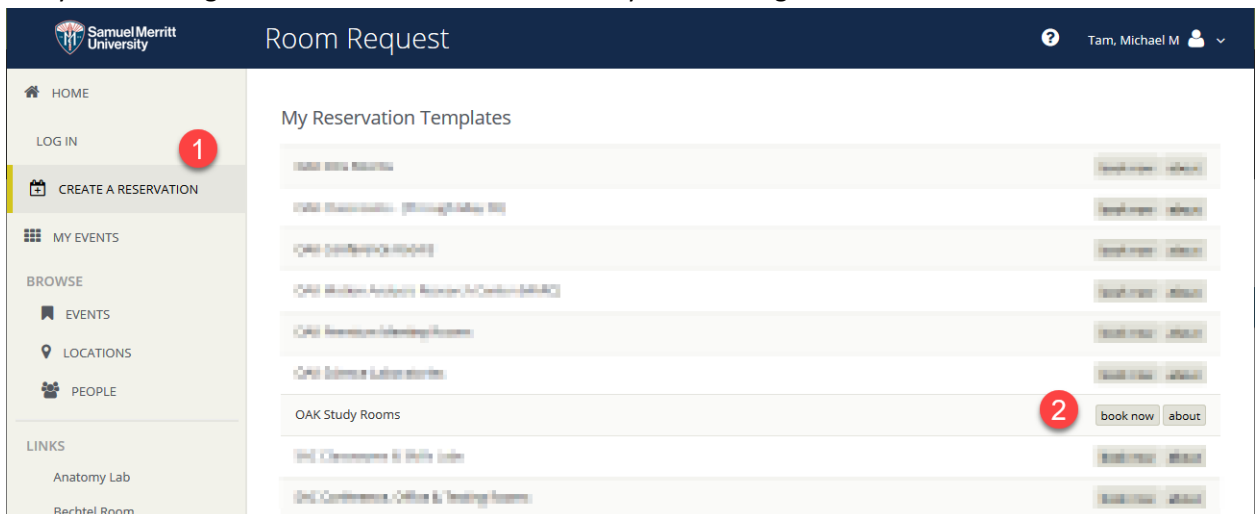
The 'Sign In' form is displayed on a light green background. It contains three input fields: 'User Id *' with the placeholder text 'your username', 'Password *' with a masked password of ten dots, and 'Domain:*' with a dropdown menu showing 'samuelmerritt.edu'. A blue 'Sign In' button is positioned below the fields.

3. In the list of Reservation Templates, look for the listing for the student study rooms. The listing would be entitled OAK Study Rooms, SFP Study Rooms and SAC Study Rooms. Click on the

"book now" button.



4. Or alternatively, you can click on "Create a Reservation" in the left menu and then look for the study room listing. Click on "book now" for the study room listing.



5. Set your preferred date and time for the room space on the left side, and click Search. The right side of the page will list all of the rooms available for you to reserve. Note the columns are the

available time slots for the room. Grayed out columns mean the room space is not available.

OAK Study Rooms My Cart (0) Create Reservation

1 Rooms **2 Reservation Details**

New Booking for Tue Jun 29, 2021 Next Step

Date & Time
Date: Tue 06/29/2021
Start Time: 1:00 PM | End Time: 2:00 PM
Create booking in this time zone: Pacific Time

Locations (all) Add/Remove Search

Favorite Roo... Find A Room Search

Rooms You Can Reserve

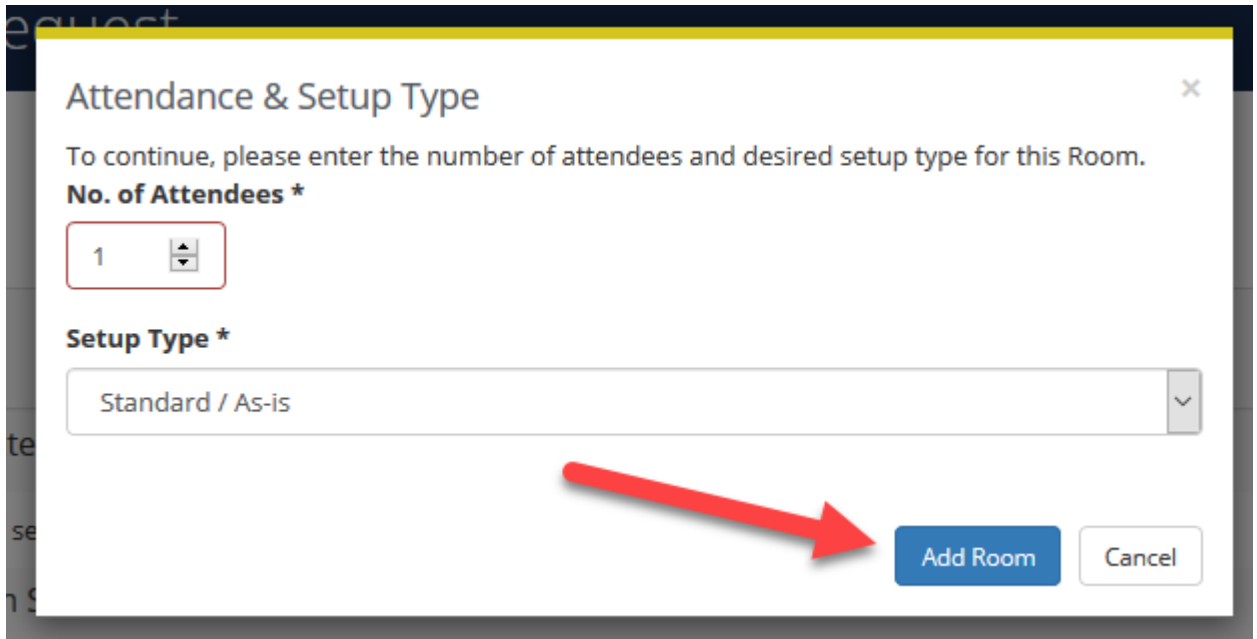
Health Education Cente...	Cap	7 AM	8	9	10	11	12 PM	1	2	3	4	5
<input type="checkbox"/> HEC Hallway Space	7									Closed		
<input type="checkbox"/> Library Computers	3									Closed		
<input type="checkbox"/> Library Open Spac...	18									Closed		
<input type="checkbox"/> Library Room 01	1									Closed		
<input type="checkbox"/> Library Room 02	1									Closed		
<input type="checkbox"/> Library Room 03	1									Closed		
<input type="checkbox"/> Library Room 04	1									Closed		
<input type="checkbox"/> Library Room 05	2									Closed		

6. Find the room space that you would like to reserve. Click on the plus (+) system next to the room name.

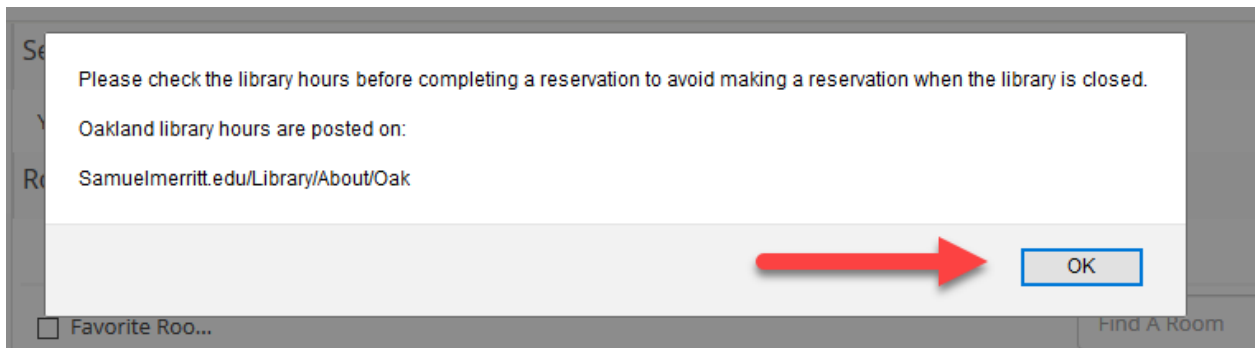
Rooms You Can Reserve

Health Education Cente...	Cap	7 AM	8	9	10	11	12 PM	1	2	3	4	5
<input type="checkbox"/> HEC Hallway Space	7									Closed		
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<input checked="" type="checkbox"/> Library Room 01	1									Closed		
<input type="checkbox"/> Library Room 02	1									Closed		
<input type="checkbox"/> Library Room 03	1									Closed		
<input type="checkbox"/> Library Room 04	1									Closed		
<input type="checkbox"/> Library Room 05	2									Closed		
<input type="checkbox"/> Library Room 06	2									Closed		
<input type="checkbox"/> Library Room 07	3									Closed		
<input type="checkbox"/> Library Room 08	3									Closed		

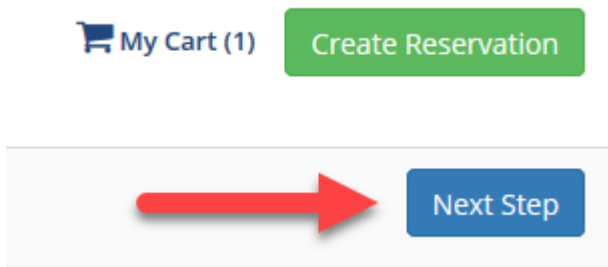
7. You will be asked for some information about the reservation. Most of the time, you will leave these settings as the default. Click the "Add Room" button.



8. There may be a notice for the room. If there is, read the message and then click Ok to proceed.



9. At the top of the page, you will see an item has been added to your cart. Click the blue "Next Step" button.



10. Enter the contact information, check the box attesting that you have read and agree to the terms and conditions, and then click the green "Create Reservation" button.

✕ OAK Study Rooms ⓘ

1 Rooms ▶ 2 Reservation Details

My Cart (1) Create Reservation

Reservation Details

Event Details

Event Name *

Event Type *

Group Details

Group *

1st Contact

1st Contact Phone *

1st Contact Fax

1st Contact Email Address *

I have read and agree to the terms and conditions

Create Reservation

11. On success, you will see the Reservation Created message on the browser and an email confirmation.

The screenshot shows the Samuel Merritt University Room Request interface. The top navigation bar includes the university logo and the text 'Room Request'. A left sidebar contains navigation links: HOME, LOG IN, CREATE A RESERVATION, MY EVENTS, and BROWSE. The main content area displays a large heading 'Reservation Created' and a sub-heading 'What would you like to do now?'. Below this, there are two blue arrow buttons: 'Add to my calendar.' and 'Edit this reservation.'



Tue 6/29/2021 1:04 PM

Health Education Center

Reservation Request for Study Group Beginning 6/30/2021 Wed

To Tam, Michael



Reservation No.: 52259
Group: SMU - IT Enterprise Systems

Type	Date	Start	End	Building	Room	Event	Status
New	6/30/2021 Wed	1:00 PM	2:00 PM	HEC	Library Room 01	Study Group	Confirmed