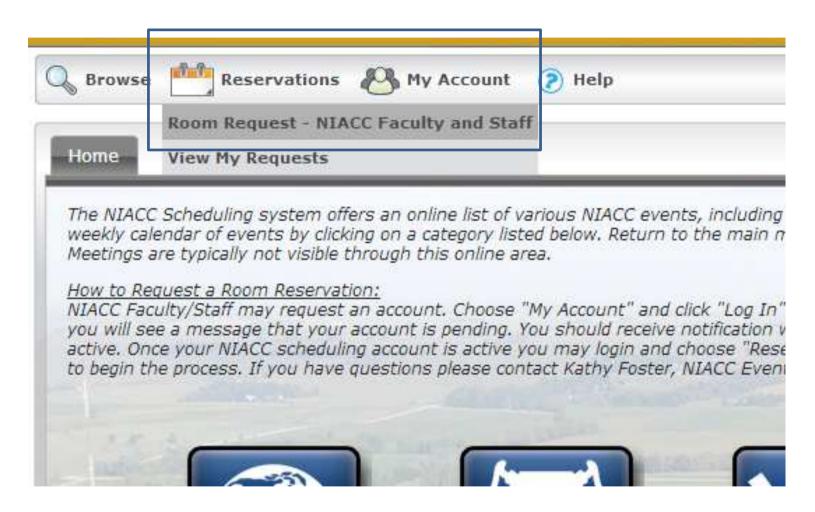# How to Request a Room Reservation

Step 1: Hover over "My Account" and choose "Log In". Use your NIACC username/password to login to NIACC Scheduling.
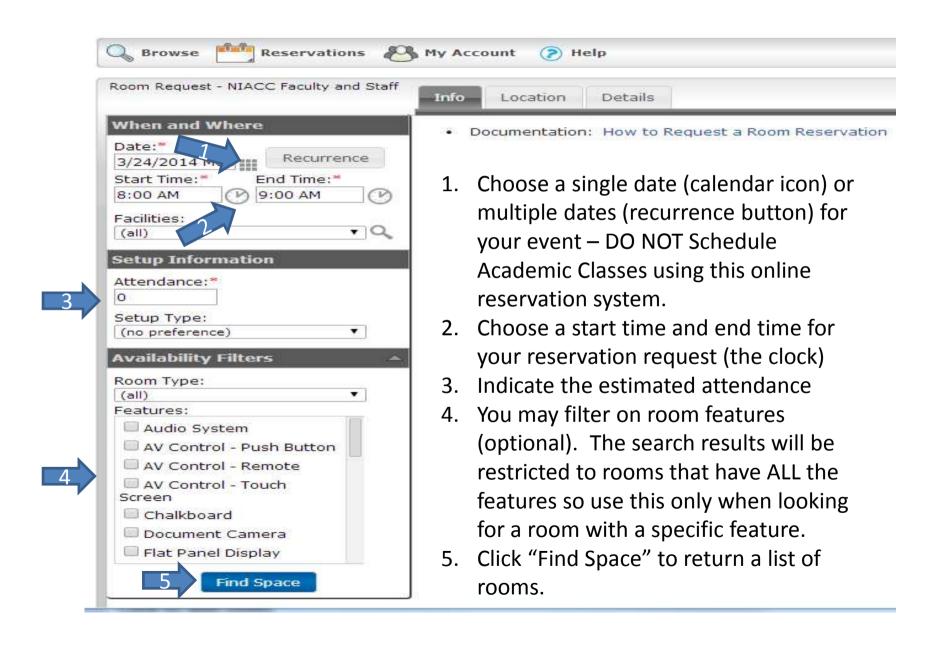

If you do not have a NIACC Scheduling account you will be notified your account is pending. An account will be created, usually within 2 business days, and you will be notified the account is active.

Step 2: Hover over "Reservations" and choose "Room Request – NIACC Faculty and Staff".

Step 3: Fill in all the required (*) information and choose "Find Space".

1. Choose a single date (calendar icon) or multiple dates (recurrence button) for your event – DO NOT Schedule Academic Classes using this online reservation system.
2. Choose a start time and end time for your reservation request (the clock)
3. Indicate the estimated attendance
4. You may filter on room features (optional). The search results will be restricted to rooms that have ALL the features so use this only when looking for a room with a specific feature.
5. Click "Find Space" to return a list of rooms.

Step 4: Choose an available room – click on the "+" sign.

Room Request - NIACC Faculty and Staff

Info | Location | Details

When and Where

Date:*
3/24/2014 Mon | Recurrence

Start Time:* | End Time:*
8:00 AM | 9:00 AM

Facilities:
(all)

Setup Information

At
8

Se
(

Av

Room Type:
(all)

Features:
☐ Audio System
☐ AV Control - Push Button
☐ AV Control - Remote
☐ AV Control - Touch Screen
☐ Chalkboard
☐ Document Camera
☐ Flat Panel Display

Find Space

No rooms currently selected

List | Grid

◄ ► **Monday, March 24, 201**

Room	Cap	7
Activity Center		
➕ AC100 - Second Event	240	
➕ 100	240	
➕ 101	47	
➕ 128B	35	
➕ 150	40	
➕ 200	75	
➕ 212	10	
➕ 213	10	
➕ AUD	115	
➕ AUDSTG	NA	
➕ GALLERY	100	
➕ GYM	600	
➕ SUN	0	
Administration Building		
➕ 100	15	
➕ 101A	10	
Beem Center		
➕ 200	154	
➕ 201	35	
➕ 202	25	
➕ 214	25	
➕ 215	30	

Choose an available room by clicking the "+" sign.

A list of rooms will be returned. You may request a room that is available during the time of your request. Unavailable rooms are noted by the Blue Blocks.

Step 5: Your chosen room will move above the grid indicating you have selected it to request it be reserved for the date/time you've entered.

Step 6: Click the "Details" tab and enter additional details about your event.

Room Request - NIACC Faculty and Staff

| Info | Location | Details |

When and Where

Date:*
3/24/2014 Mon   Recurrence

Start Time:*   End Time:*
8:00 AM   9:00 AM

Facilities:
(all)

Setup Information

Attendance:*
8

Setup Type:
(no preference)

Availability Filters

Room Type:
(all)

Features:
☐ Audio System
☐ AV Control - Push Button
☐ AV Control - Remote
☐ AV Control - Touch Screen
☐ Chalkboard
☐ Document Camera
☐ Flat Panel Display

Find Space

Event Details

Event Name:*
Virtual EMS Training Test

Event Type:*
Admin/Staff

Group Details

Group:*
NIACC - Technology Services

1st Contact:*
Greg Bailey

Phone:*   Fax:
641-422-4172

Email:*
bailegre@niacc.edu

2nd Contact:
(none)

Phone: Fax:

Email:

Other Information

Will your event require catering?:*
No

Room Setup Notes/Instructions

Fill in all required (*) information. Choose yourself from the 1st Contact Drop-down list so your phone & email will auto-populate.

Submit

Click Submit when finished.

What happens next?

NIACC's event coordinator, Kathy Foster, will be notified you have submitted a room reservation request.

You will be contacted once your reservation request has been confirmed or if the Event Coordinator needs additional information.

Questions? Email Kathy Foster (fostekat@niacc.edu)