

Making MLML Reservations

Requesting a Reservation

1. [Intranet](#) → [Calendars & Reservations](#)
 - Rooms - Classrooms at MLML.
 - Vehicles - MLML State Vehicles
 - Other Resources - Special Equipment, Marine Operations, Scuba Diving
2. Select the resource you wish to reserve
 - If you select “Small Boats Schedules and Request Forms” you will have to then choose the specific boat.
3. All selections should lead to a page similar to the one shown below:

The screenshot shows the Intranet interface. At the top left is the Intranet logo with the text "Resources and Information for MLML Students, Faculty, Staff, and Researchers!". A navigation bar contains links for "Departments and Directories", "Academic Resources", "Internal Resources", "Tech Support", and "My Account".

The main content area is split into two sections:

- Seminar Room (101) - Reservation Request Form:** This form includes a title, a note "Fields marked with an * are required", and several input fields: "Event Date *", "Reservation Start Time *" (set to 8:00 AM), "Event Start Time *" (set to 8:00 AM), "Event End Time *" (set to 8:00 AM), and "Reservation End Time *" (set to 8:00 AM).
- Classroom Seminar (101) Reservation Calendar:** This is a Google Calendar view for June 2018. It shows a grid of dates with various events listed, such as "4pm Thesis F", "10am Video 2pm Thesis I", "11:30am MLM 10am CPR pr", "8am CSUMB 5pm Practice", and "11:30am MLM 11am Thesis". The calendar is set to Pacific Time.

1. Fill out the required information → Click Submit
2. An email will be sent to the manager of that resource

3. A confirmation email will be sent to you when they have processed your request

Changing/Cancelling a Reservation

Respond to the email confirmation with the changes you'd like to make to your reservation or with a cancellation notice.

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