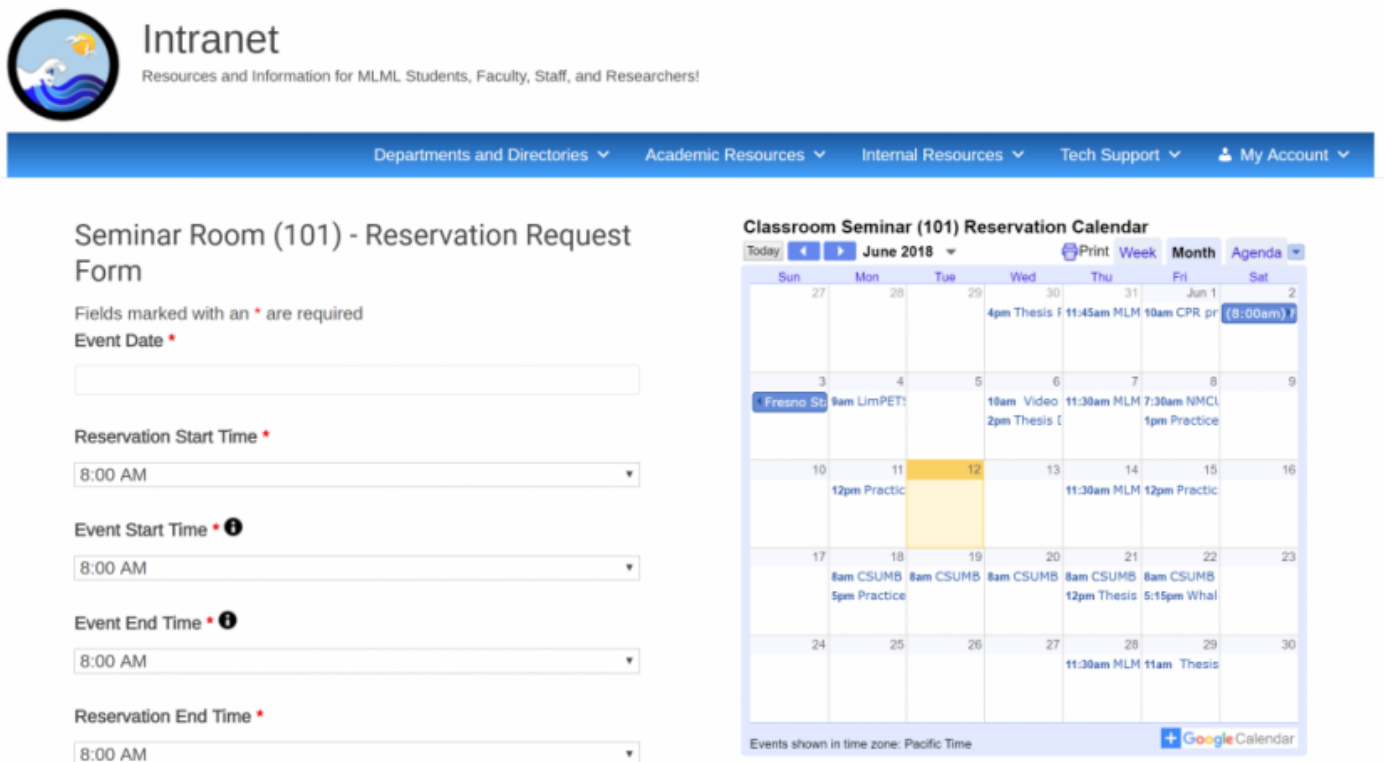


Making MLML Reservations

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:



Intranet
Resources and Information for MLML Students, Faculty, Staff, and Researchers!

Departments and Directories ▾ Academic Resources ▾ Internal Resources ▾ Tech Support ▾ My Account ▾

Seminar Room (101) - Reservation Request Form

Fields marked with an * are required

Event Date *

Reservation Start Time *

Event Start Time *

Event End Time *

Reservation End Time *

Classroom Seminar (101) Reservation Calendar

Today June 2018 Print Week Month Agenda

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	Jun 1	2
			4pm Thesis F	11:45am MLM	10am CPR pr	(8:00am) f
3	4	5	6	7	8	9
Fresno Sc	8am LimPET		10am Video	11:30am MLM	7:30am NMCL	1pm Practice
			2pm Thesis I			
10	11	12	13	14	15	16
	12pm Practic			11:30am MLM	12pm Practic	
17	18	19	20	21	22	23
8am CSUMB	8am CSUMB	8am CSUMB	8am CSUMB	8am CSUMB	8am CSUMB	
5pm Practice				12pm Thesis	5:15pm What	
24	25	26	27	28	29	30
				11:30am MLM	11am Thesis	

Events shown in time zone: Pacific Time

Google Calendar

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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