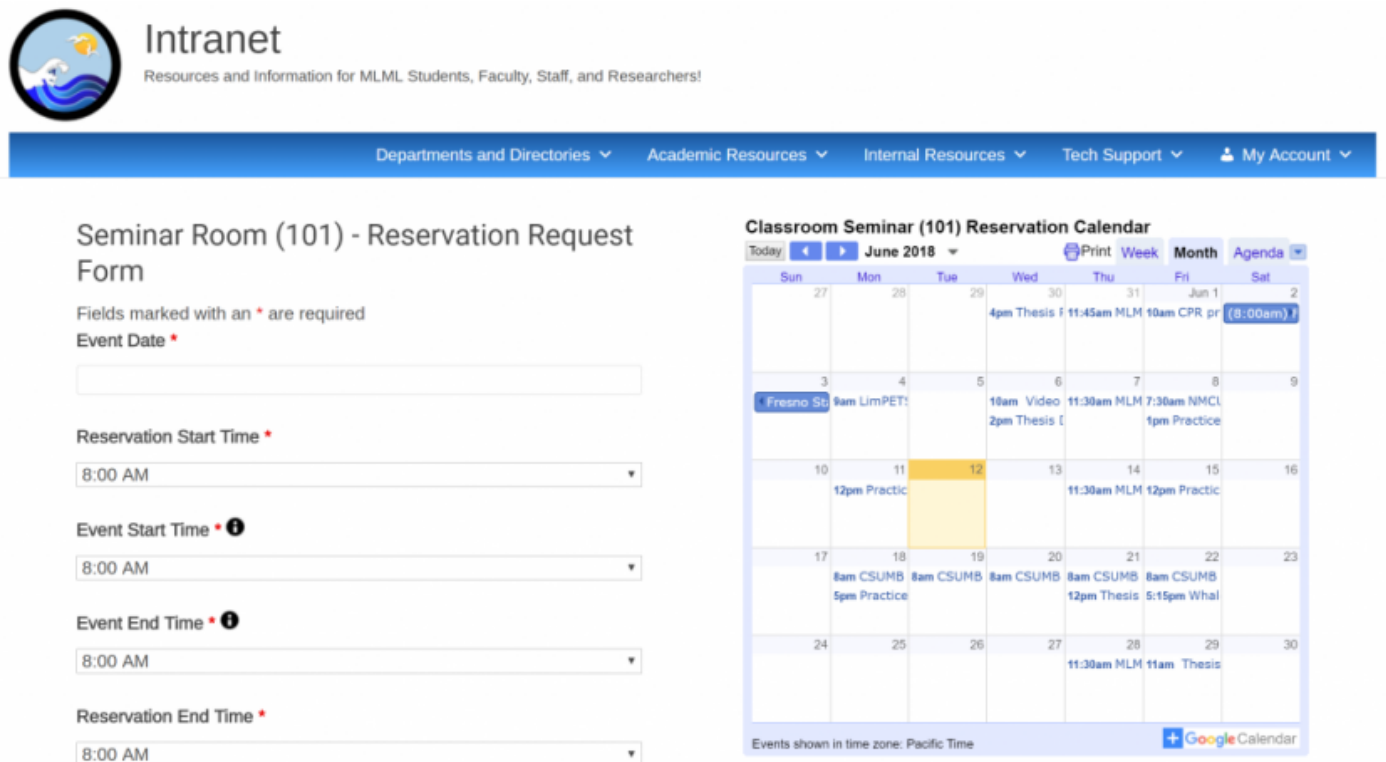


Making MLML Reservations

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 displays the MLML Intranet interface. At the top, the Intranet logo and name are shown, along with the tagline "Resources and Information for MLML Students, Faculty, Staff, and Researchers!". Below this is a navigation bar with links to Departments and Directories, Academic Resources, Internal Resources, Tech Support, and My Account.

The main content area is divided into two sections. On the left is the "Seminar Room (101) - Reservation Request Form". It includes a note that fields marked with an asterisk are required. The form contains the following 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)
- Reservation End Time * (set to 8:00 AM)

On the right is the "Classroom Seminar (101) Reservation Calendar". It shows a calendar for June 2018 with various events listed. The events include:

- 4pm Thesis F
- 11:45am MLM
- 10am CPR pr
- 8am LimPET
- 10am Video
- 11:30am MLM
- 7:30am NMCL
- 1pm Practice
- 12pm Practice
- 11:30am MLM
- 12pm Practic
- 8am CSUMB
- 8am CSUMB
- 8am CSUMB
- 8am CSUMB
- 8am CSUMB
- 8am CSUMB
- 5pm Practice
- 12pm Thesis
- 5:15pm What
- 11:30am MLM
- 11am Thesis

The calendar also includes a "Print" button and a "Google Calendar" link.

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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