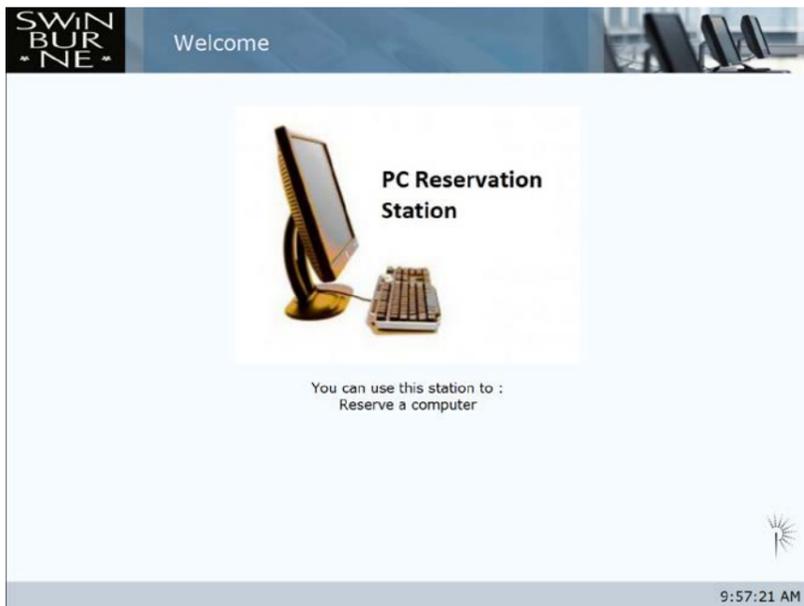
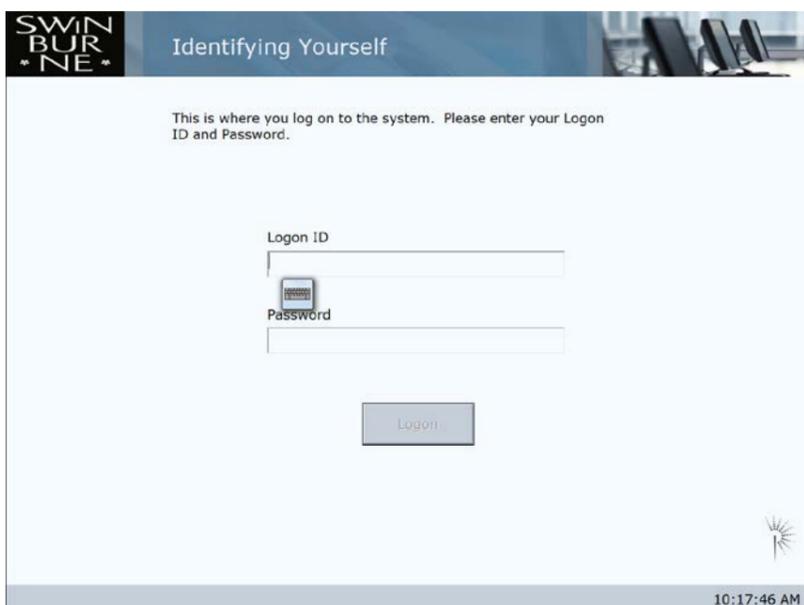


How-to Guide: PC Reservation Station



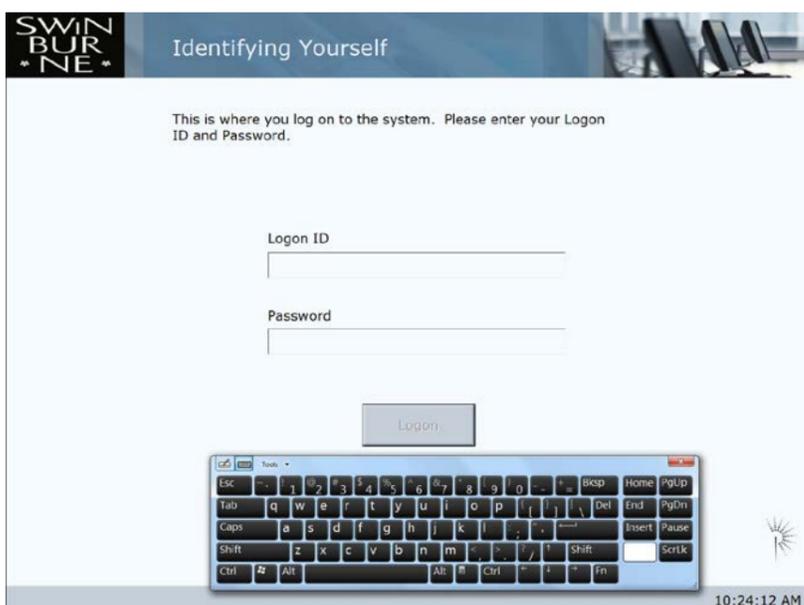
How to make a reservation:

☞ Tap your finger on the screen to start the logon process.



☞ Tap within the Logon ID field.

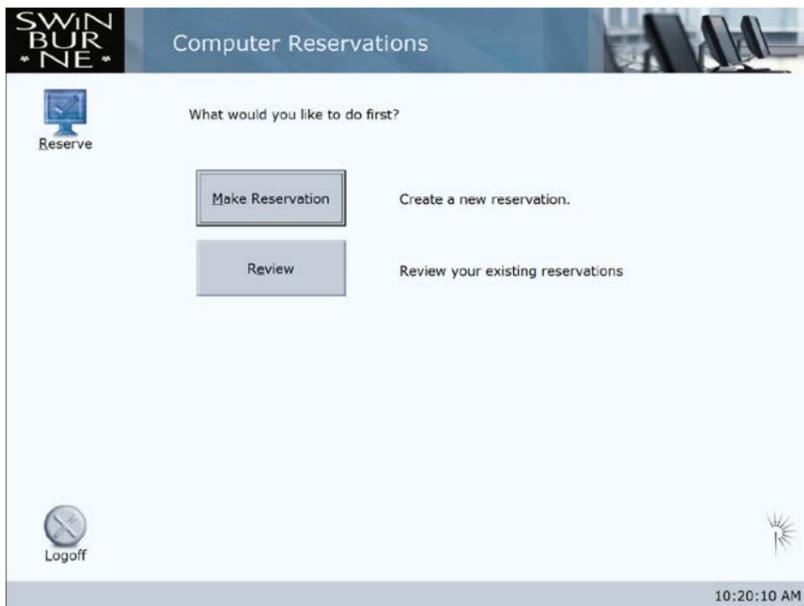
☞ Tap on the on-screen keyboard icon that pops-up.



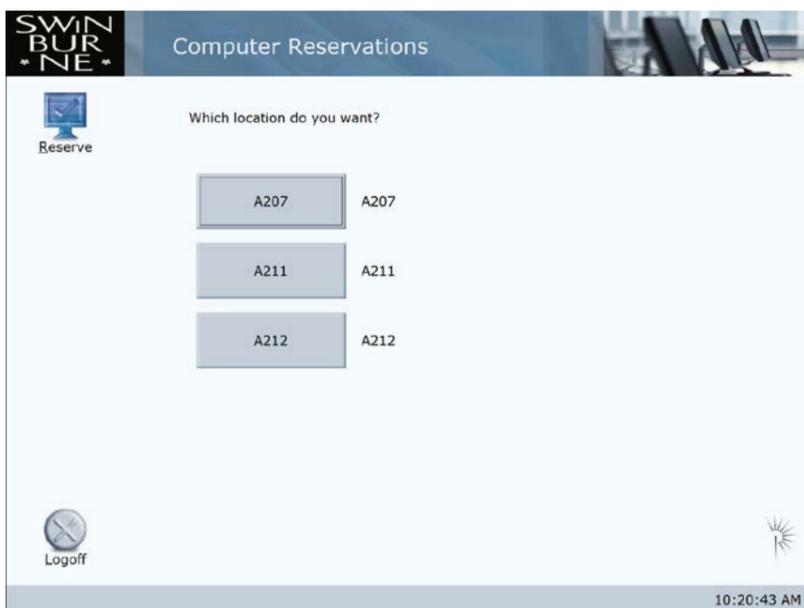
Enter your *student ID* number in the Logon ID field.

☞ Tap on the Password field to enter your Blackboard password.

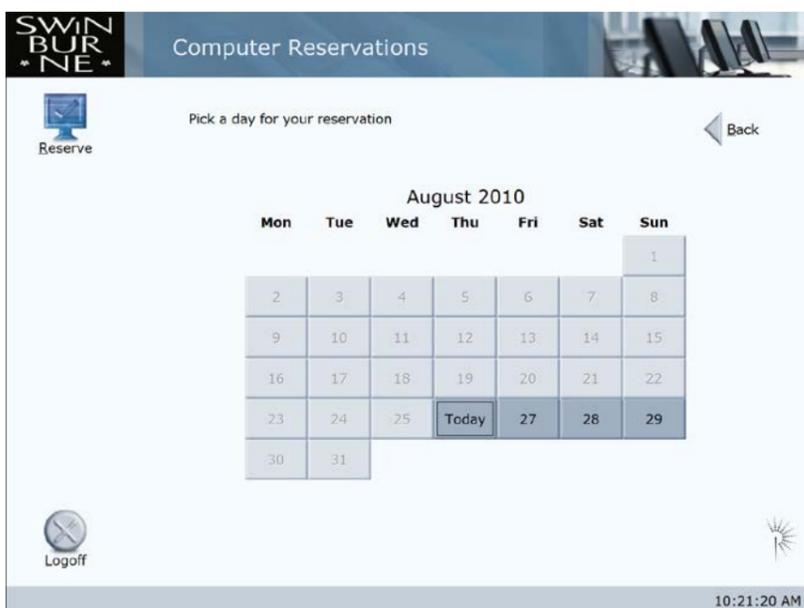
☞ Tap on **Logon**.



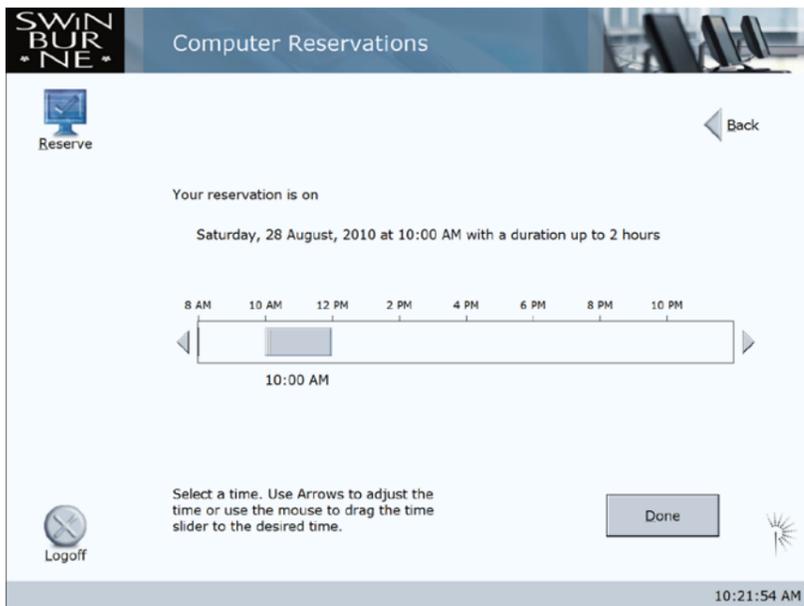
➡ Tap on **Make Reservation** to make a new reservation.



Select the computer lab you wish to use.

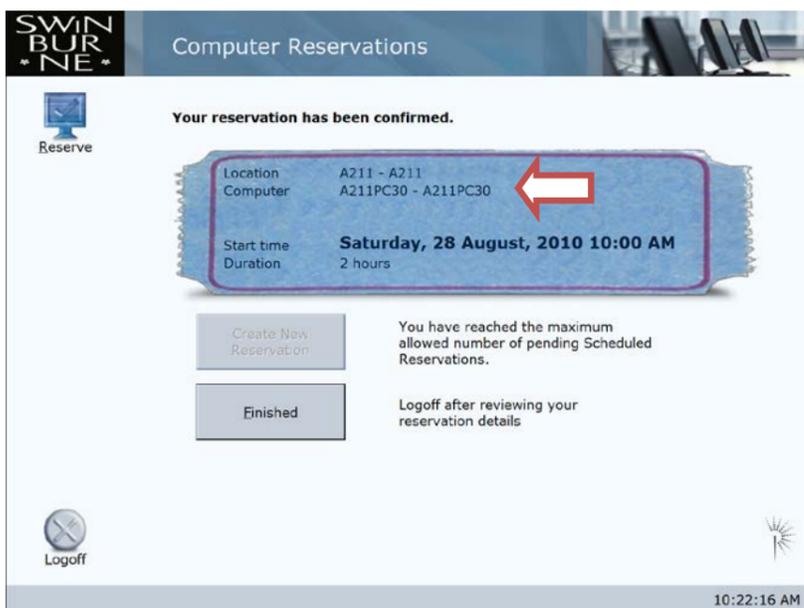


Select the day you wish to place your booking.



Tap and drag the time slider to your desire time.

Booking time limited to 8AM - 12AM.

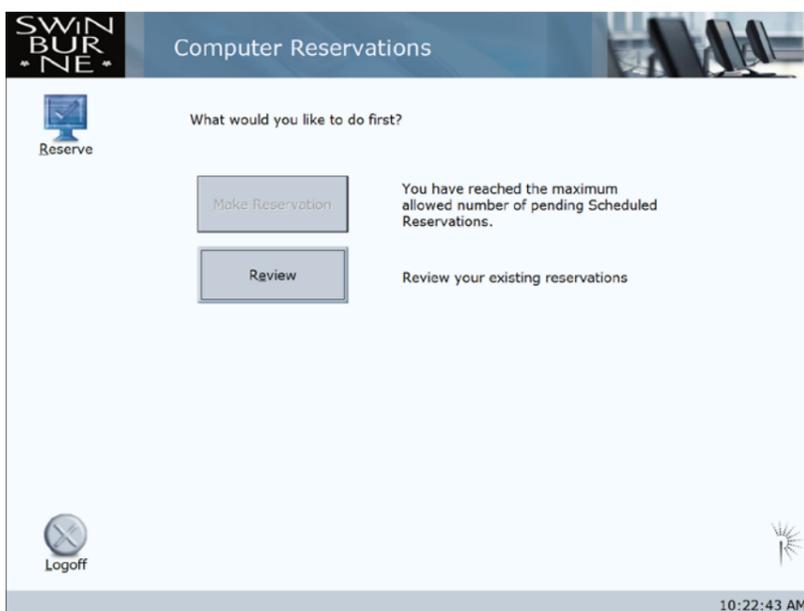


Take note of the *computer number*.

Tap **Finished** to end your session.

Or

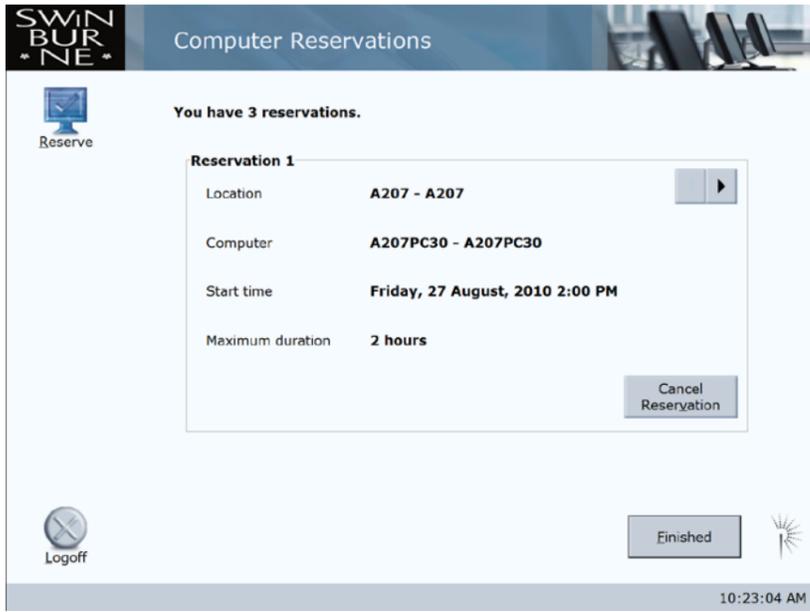
Tap **Reserve** to make another booking. You can only have up to 3 active bookings at one time.



How to review/cancel reservations:

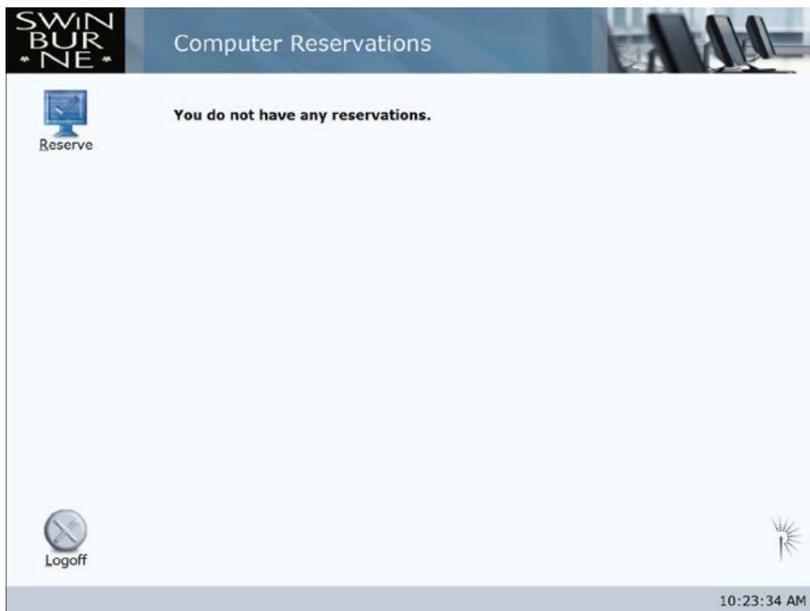
Lagon with your Student ID & password.

Tap **Review** to view your bookings.



Browse through your bookings with 

 Tap **Cancel Reservation** to cancel an active reservation.



 Tap **Logoff** to end your session.