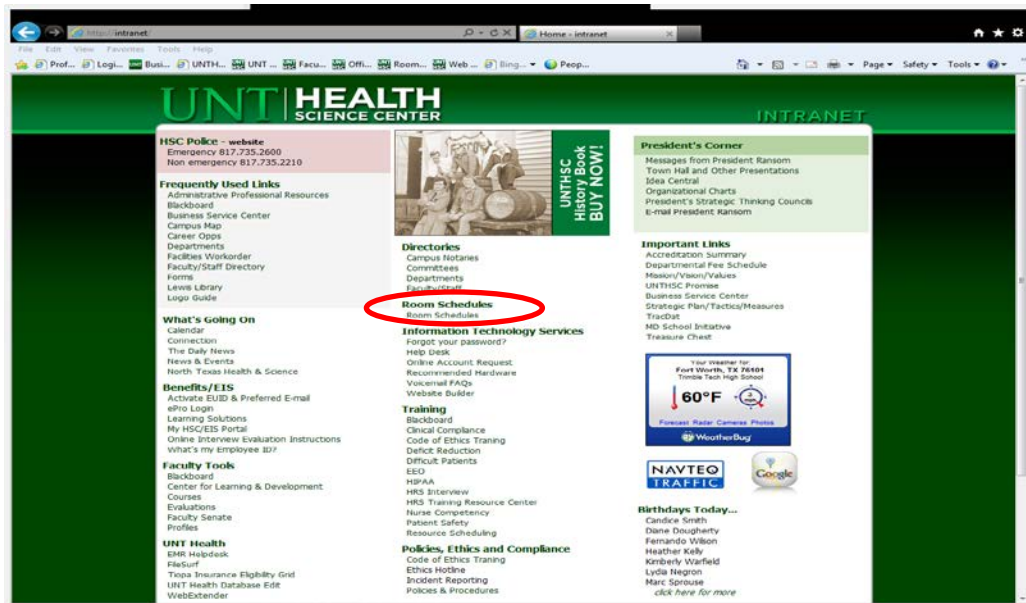


Room Scheduling Office: <http://www.hsc.unt.edu/departments/FacultyAffairs/RSO/>

Instructions – How to Request a Room

To access the Room Scheduling Office (RSO) website go to the **INTRANET** homepage at <http://intranet/> and click on **Room Schedules**.



View Rooms

Before requesting a room, it's always a good idea to see if the room will be suitable for your needs. Please go to **View Rooms**, click on the desired room link where you will be able to view pictures, room capacity, and detail of the AV and Internet services that are provided.



Requesting a Room

On the RSO home page, click on the Room Request Form link. This will bring up the User Information page shown below. There are 2 options for filling out this page. **Option 1**, from the drop-down menu on the left hand side of the page or **Option 2**, fill in the information to the right and click "Next". **Note:** If your department and name are already in the system, it will automatically fill in the information by selecting the drop down menus. If you need to add a department or contact, send an email to rooms@unthsc.edu requesting the additions.

The screenshot shows a web browser window with the URL <http://rooms.hsc.unt.edu/press/XPressWhat.asp>. The page title is "Express Request". The main content area is titled "User Information" and features a "Clear Form" link. The form is divided into several sections:

- Select the Site you are making a request for:** A dropdown menu with "Home Site" selected.
- Select the Client/Customer you represent OR enter your information to the right:** Two dropdown menus, both set to "None Selected".
- Personal Information:** Fields for First Name, Last Name, Title, and Client.
- Contact Information:** Fields for Phone 1, Phone 2, E-mail, and Fax.
- Address:** Fields for Address 1, Address 2, City, State, Country, and Zip/Postal.
- Other:** Fields for Time Zone (set to "(None)") and Department.

At the bottom of the form are "Home" and "Next" buttons.

Fill in the meeting name and number attending and click "Next".

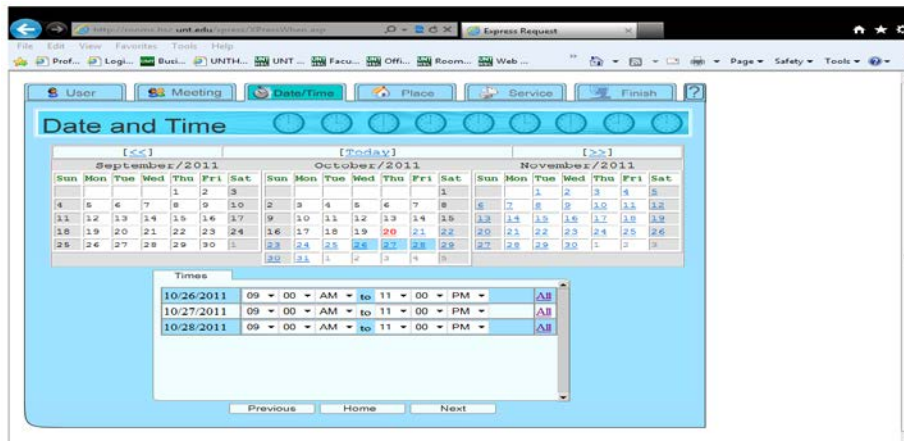
The screenshot shows a web browser window with the URL <http://rooms.hsc.unt.edu/press/XPressWhat.asp#>. The page title is "Express Request". The main content area is titled "Meeting Detail" and features a "Previous" button, a "Home" button, and a "Next" button. The form is divided into several sections:

- Meeting Name:** A text input field containing "Contracts Training".
- # Attending:** A text input field containing "20".
- Web Site:** A text input field.
- Charge Number:** A text input field.
- Notes:** A large text area for entering notes.

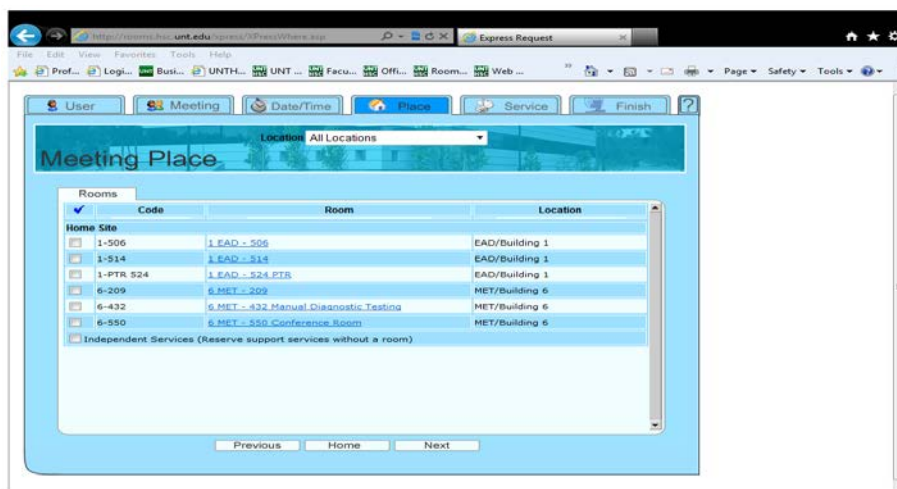
At the bottom of the form are "Previous", "Home", and "Next" buttons.

Note: If you fill in more attendees than the room capacity allows, the room scheduling system will not allow you to book the room. If you are unsure of room capacity, go to "View Rooms" located on the Room Scheduling Website where you can see what the room looks like, the number of seats in the room, and also Audio/Visual accommodations. Also, if you any web browser other than Internet Explorer, you will need to put your requested room(s) in the Notes section.

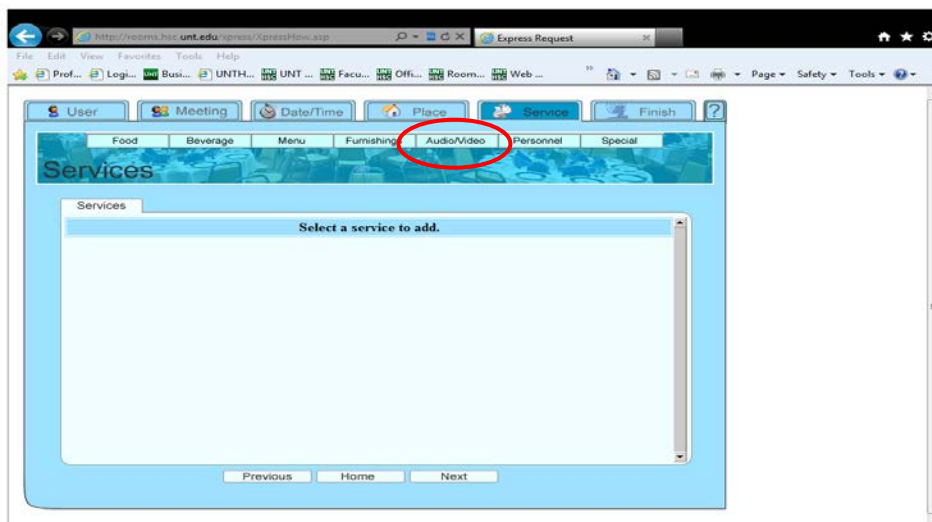
Select date(s) and time of meeting(s) and click “Next”.



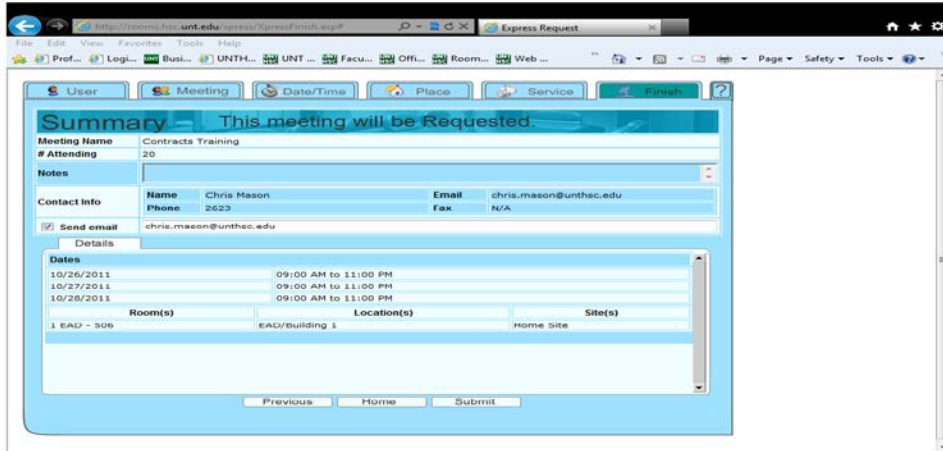
A listing of available rooms will be displayed to select from. After selecting, click “Next”.



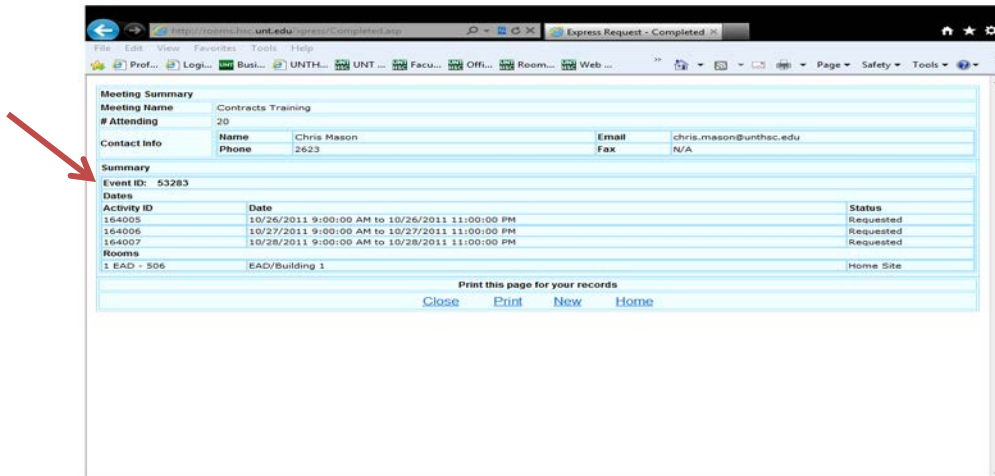
If you need AV Support, select Audio/Video from the top menu and select equipment needed then select Next.



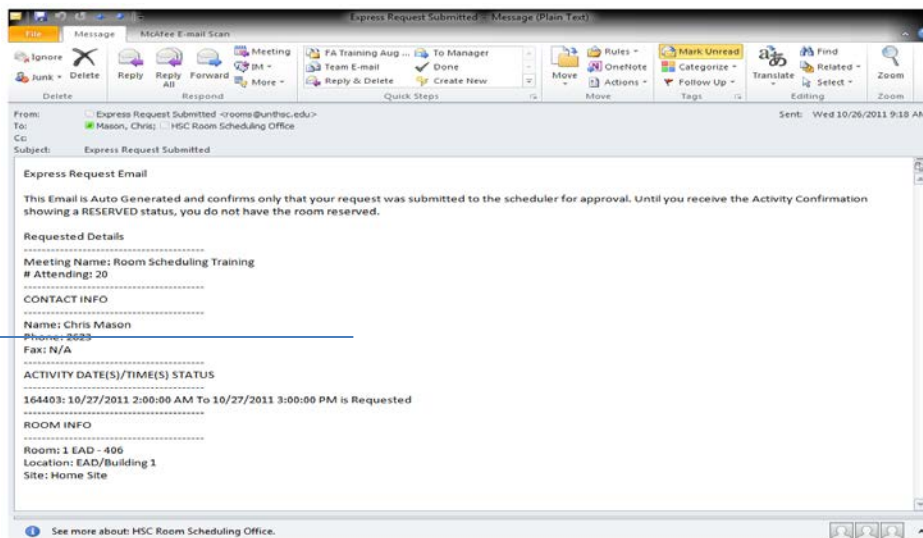
You will be taken to the **Summary** screen showing **"This meeting will be Requested"**. Check your information and then click Submit.



You will be able to print the request for your records that shows the meeting/event detail along with the Event and Activity ID numbers.

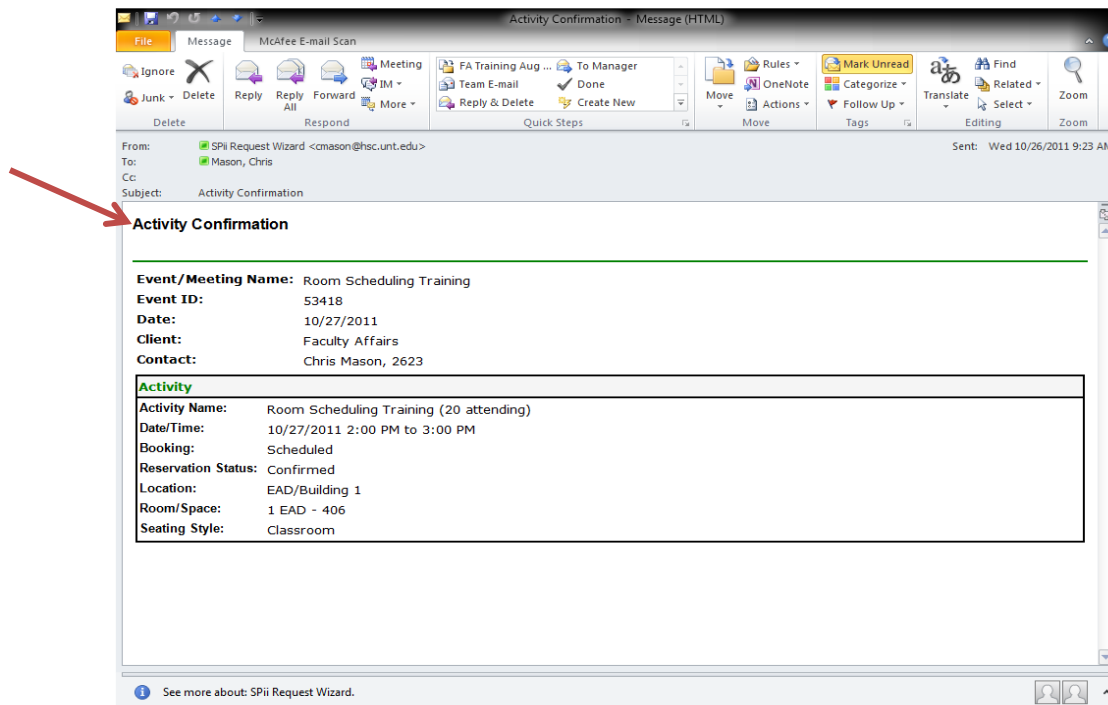


You will receive an email from Express Request Submitted stating that your request was submitted and is in a **Reserved** status.



Please remember that your request is **not** confirmed until you receive an email from the SPii Request Wizard showing **Activity Confirmation**.

Note: It is important to keep your activity confirmations in case room conflicts arise and you need to show proof of your room reservation.



For questions or assistance please contact the Room Scheduling Office at rooms@unthsc.edu or 817-735-2556.