

PNWU Enterprise Portal - How to reserve the group study rooms and find the curriculum calendars.

Reserving a study room:

- Group study rooms are for groups of 2 or more students and are not to be reserved for individual study.
- Group study rooms can only be booked 48 to 3 hours in advance and for a maximum of a 3 hour block per day.
- Back to back bookings by the same group are not allowed.
- Groups (and participants therein) may only book one room, one time, per day.

Logging In

Users will log in using their PNWU user ID and password. Be sure to bookmark the link for easy access. calendar.pnwu.edu

Enterprise Portal Log in

[Home](#) Portal > Home

WELCOME

PNWU Events Calendar and Booking Portal

Students
Click in the upper right hand corner to log in to the portal. From there you will be able to request group study-rooms and submit all student event requests.

Employees
Click in the upper right hand corner to log in to the portal. From there you will be able to request meeting rooms, submit all event requests, and view calendars.

Home

After logging in, you will be taken to the Home page. On the left side of the page is a column with a number of options.

Enterprise Portal Test 2020

Portal - Home All Activities | This Week | Search...

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OMSI
OMSII
OMSI/OMSII
WSU Pharmacy

WELCOME

STUDENTS

- Use **Self Service**, left side menu, to book a study room for groups of two or more students.

All other student bookings, including club meetings, events, recitations and tutoring sessions must be submitted through an event request and approved through Student Affairs.

- Click to submit a [Student Event Request and Summary form](#).
- Click to submit a [Recitation or Tutoring Room Request form](#).
- Click to see the [Student Handbook](#) for more information regarding student events and reserving a room (see pages 31-33 & 52-54).
- For more details click to see a [quick guide](#), or [full guide](#).

PNWU and Collaborative Program Employees

- Use **Self Service**, left side menu, to book meeting rooms IHL Rainier, IHL Sage, UCC Hyatt, and BHH 242.
- The **Event Request form** is used for all events/activities that will be displayed on the PNWU Calendar, use space other than or in addition to the four meeting rooms, or need services.
- For more details click to see a [quick guide](#) or a [full guide](#).

[Have feedback or suggestions?](#)

Home

My Bookings: You can view all of your study room reservations under this section. You may cancel a reservation by clicking the cancel button on the right.

The default filter is Upcoming Bookings. Remember to click here to look for prior reservations.

Portal - Home > My Bookings

MY BOOKINGS

By occurrence Filter: Upcoming Bookings

1 / 1

Booking	Date	Time	Approved Room(s)	Requested Room	Additional Information
Study000001094	Tuesday, July 30, 2019	9:00 AM - 12:00 PM	UCC517	UCC517	Cancel

Show: 30 Search: 1 record

Self Service: This allows users to reserve rooms through the Self-Service feature. No further approval is required and the reservation is finalized immediately.

Find a Room: This is used to find any of the designated study rooms.

Enterprise Portal

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Portal - Home > Find a Room

FIND A ROOM

Booking Criteria

Booking Type: Group Study Rooms

Location: •PNWU - Pacific Northwest of Health S
 Use additional criteria

Availability

Duration: 02:00

Between: 1:00 PM and 6:00 PM

Use the drop-downs to indicate how long you would like the room and the time frame (e.g. a specific time range such as 1pm to 3pm or any 2 hours between 1pm and 6pm).

Verify Calendar

Click on Verify Calendar and then from the calendar below click on your preferred date.

Availability Calendar

Click on a date to view availability

July 2019							August 2019							September 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					

Unavailable
Available
Today
Selected

Available Self Service Rooms

1:00 PM (9 rooms)

Click on a time (here it says 9 rooms are available at 1pm) and then the preferred room.

Click on a row to select a room

Building	Room	Detail	Calendar
UCC	UCC516	Detail	
UCC	UCC517	Detail	
UCC	UCC518	Detail	
UCC	UCC519	Detail	
UCC	UCC520	Detail	
UCC	UCC523	Detail	
UCC	UCC524	Detail	
UCC	UCC525	Detail	
UCC	UCC526	Detail	

1:10 PM (9 rooms)

1:20 PM (9 rooms)

Book a Specific Room: If you know which room you want then use this feature to select it to find its availability.

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Portal - Home > Book a Specific Room All Activities | This Week

BOOK A SPECIFIC ROOM

Booking Criteria

Booking Type: Group Study Rooms

Location: PNWU - Pacific Northwest of Health S Use additional criteria

Rooms: Group Study Rooms

Click on a row to select a room

Building	Room	Detail	Calendar
BHH	BHH235	Detail	
UCC	UCC516	Detail	
UCC	UCC517	Detail	
UCC	UCC518	Detail	
UCC	UCC519	Detail	
UCC	UCC520	Detail	
UCC	UCC523	Detail	
UCC	UCC524	Detail	
UCC	UCC525	Detail	
UCC	UCC526	Detail	

Curriculum Calendars: You can view any of these calendars to see what the class schedules are. If there are any changes in the schedule faculty will inform students and post to Moodle.

OMSI: This will show your curriculum schedule which you can view by day, week, month or year.

Time blocks are color coded according to the scheduled activity. Green = Lecture; Gold = Lab; Yellow = CIL/Interactive; Blue = Faculty Directed Study (FDS); Red = Exam; Tan = APLE, Recitation (and anything else there might be).

Enterprise Portal Courses | This Week

Portal - Home > View Filter: OMSI

OMSI

Schedule Daily Weekly Monthly Yearly

Week of September 01, 2019

Some different options for viewing. Click on the little calendar to find a specific dates. Use the right and left arrows to scroll.

	Sunday 01	Monday 02	Tuesday 03	Wednesday 04	Thursday 05	Friday 06
8AM			FM 501 Lecture: Derm Lecture - Albert Brady - BHH301	OPP 201 Lecture: Physiologic Motion & Barriers Lecture - Romanski - BHH301	BIOMED 501 Lecture: Carbohydrate Metabolism IV - Anthony Lyons - BHH301	PHARM 599 Lecture: Mechanics of Prescription Generation w/ Post-Test - Elliott - BHH301
9			FM 501 - FM Labs - Please see Moodle for schedule	OPP 501 Labs - Physiologic Motion & Barriers Lecture - Romanski - BHH203A, BHH203B, BHH203C	BIOMED 501 Lecture: Lipid Metabolism I - Anthony Lyons - BHH301	BIOMED 501 Lecture: Lipid Metabolism II - Anthony Lyons - BHH301
10			FM 501 - FM Labs - Please see Moodle for schedule	BIOMED 501 FDS: Nutritional Assessment (Group B) - Kathleen Briggs Early	PHARM 599 Lecture: Examples of Drug Biotransformation: The Alcohols w/ Post-Test - Elliott - BHH301	FM 501 Lecture: Stress, Adaptation, & Illness and Sleep Hygiene - Erin Hepner - BHH301
11				APLE - Please see APLE schedule	PHARM 599 Lecture: Development and Regulation of Drugs w/ Post-Test - Elliott - BHH301	
12PM						
1			ANAT 505 Exam: Written Unit Examination #1: Intro and Back - BHH301	OPP 501 Labs: Physiologic Motion & Barriers Lecture - Romanski - BHH203A, BHH203B, BHH203C	ANAT 505 Exam: Laboratory Examination #1: Back - BHH Anatomy Lab	BIOMED 501 FDS: Nutritional Assessment (Group A) - Kathleen Briggs Early
2			BIOMED 501 Lecture: Carbohydrate Metabolism II - Anthony Lyons - BHH301			
3			PHARM 599 - CIL - Pharmacokinetics w/ Quiz - Elliott - BHH301	BIOMED 501 Lecture: Carbohydrate		
4						
5			ANAT 505 - Lab Recitation - BHH Anatomy Lab			