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

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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.

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.

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

Portal - Home > Find a Room

▾Home
My Bookings

▾Self Service
Find a Room
Book a Specific Room

▾Calendar Search
All Activities
Courses
Events
Rooms

▾Curriculum Calendars
OMSI
OMSII
OMSI/OMSII
WSU Pharmacy

FIND A ROOM

⊟ Booking Criteria

Booking Type: Group Study Rooms ▾

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

⊟ Availability

Duration:
02:00 ▾

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).

Between:
1:00 PM ▾ and 6:00 PM ▾

[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

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

August 2019

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

September 2019

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

☐ Unavailable   ☐ Available   ☐ Today   ☐ Selected

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

⊟ Available Self Service Rooms

⊟ 1:00 PM (9 rooms)

💡 **Click on a row to select a room**

I◀ ◀ 1 / 1 ▶ ▶I   Show: 30 ▾ Search:

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.

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).