

Pacific Northwest University of Health Sciences
Student Calendaring – Quick Guide

- 1.0 The PNWU Calendar is accessed at *calendar.pnwu.edu*.
- 2.0 My Calendar – requestor or attendee (secondary contact) of an approved booking
- 3.0 My Bookings – requestor of an approved booking
 - 3.1 Filter field in upper right corner
 - 3.2 Cancel or modify a booking
- 4.0 My Self Service – group study rooms booked
- 5.0 Find a Room/Book a Specific Room – group study room requests follow study room rules of only three days in advance and only for a maximum of 3 hour duration per day.