

## Request Forms Quick Reference Guide

### Submitting a Request Form and Cancellations or Rescheduling Instructions

All campus request forms require similar information, except for CHEC. Please review the CHEC Classroom, Computer Lab, and Small Conference Room form instructions.

Each campus **Classroom, Computer Lab, and Small Conference Room Request Form** has an easy and uniform process. Outlined are the steps for the request forms:

- 1) Fill in all the required boxes: Meeting Name, Estimated Attendance, Your Name, Your Email, Phone Number, and Event Type.

**Special note on the "Your Name" box**, begin typing your **last name**, if it appears, click on your name, and Collin Faculty and Staff will automatically populate in the "Customer" box. If your name does not appear, type "Unlisted" and select the "Unlisted, Unlisted" option that appears. Type your **first and last name** in the "Unlisted Only Field." If your name appeared, **please place NA in the "Unlisted Only Field."**

By default, "Your Email" should appear.

Please do not place your four-digit extension in the "Your Phone Number" box; **instead, put your 10-digit office number**. If you do not have an office number, either use a cell number or a department number. A complete phone number ensures someone can contact you in case a complication or emergency arises with the room you requested.

- 2) Select **"Add Meeting"** to select your time/date. If you choose a classroom or computer lab, adding 10 minutes to your start and end time is highly recommended to avoid conflicts with a class's start or end time. Place a **"Max Attendance"** number. The "Max Attendance" number ensures you only see available rooms within the number of seats you requested.
- 3) Select a room by clicking on the **"Assign Rooms"** tab.
  1. Each Campus Request Form has a filter to the left of the display box, click on the 'grey down' arrow button, and you will see an option for classrooms, computer labs, or small conference rooms.
  2. The right side of the dialogue box displays rooms; to place them in numeric order, click on the **Room** box. To view the room's features, hover over the **circled dot** in front of the room number.
  3. Select the room by clicking on the **Available** room box next to the room you request. Click **OK**.

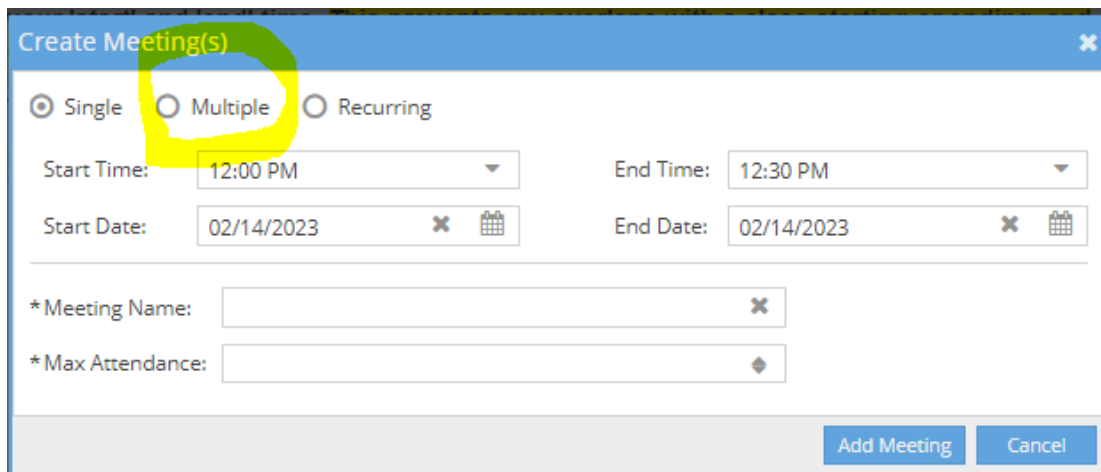
- 4) Once your request form is submitted, you will receive an email notification from **noreply@aais.com** that states, **“Your event request was successfully received and is being reviewed.”**

If the approver needs more information regarding your request or **when your event is approved**, you will receive an email from [notifications@aais.com](mailto:notifications@aais.com).

### Detailed steps for Multiple and Recurring Dates:

Steps to Create Multiple Dates

1. When the Create Event window is opened, select **Multiple**.



The screenshot shows a 'Create Meeting(s)' dialog box with the following elements:

- Radio buttons for 'Single', 'Multiple' (selected and circled in yellow), and 'Recurring'.
- Start Time: 12:00 PM (dropdown menu)
- End Time: 12:30 PM (dropdown menu)
- Start Date: 02/14/2023 (calendar icon)
- End Date: 02/14/2023 (calendar icon)
- \* Meeting Name: (text input field)
- \* Max Attendance: (dropdown menu)
- Buttons: 'Add Meeting' and 'Cancel'

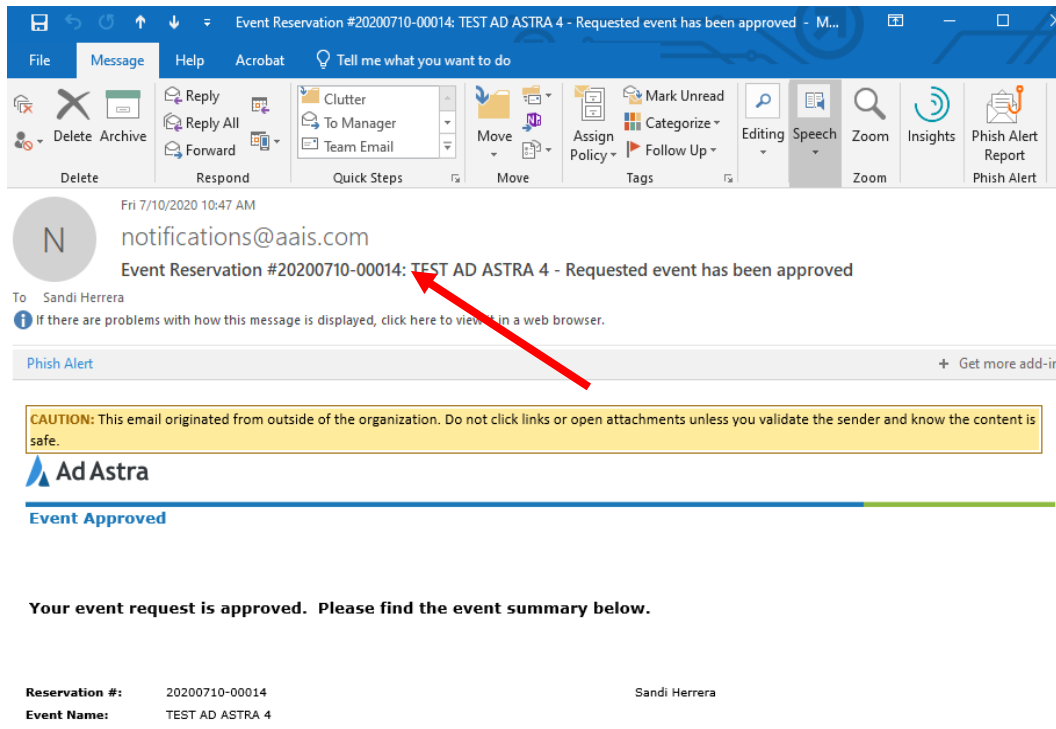
Select **Start Time** and **End Time**.

3. Click the calendar to select one or multiple dates.
4. Click the **center arrow button** to add your meeting times to the meeting list on the right. You may change your times as you are adding meetings to the list to create different meeting time/date combinations.
5. Steps are similar to the ones above in selecting a room, select the **“Assign Rooms”** tab.

### Cancellations or Reschedules

To cancel or reschedule an event or meeting you submitted a request form for, please email the campus executive assistant ([click here](#) for a list of all campus executive assistants or executive dean assistants). You must provide the **reservation number** for

your request or specify **the reservation**: Title of Event, dates, time, and room number.



For any room request needing Plant Ops or Facilities assistant, please make your request via [MySchoolBuilding](#).