

Using WWU Reservations for the first time?

Follow these steps for making a reservation request

<http://www.wvu.edu/reservations>

Log In

Click on *My Account; Log in.*

Use your Universal Login and password.

(off-campus guests must contact VU Reservations directly)

Request space

Click on My Account, Log in. click on *Reservations* and select the *General Room Request* form or *Exterior Space Request*

When and Where

Enter a single date or a recurrence of dates. Select the building and the attendance and click Find Space. Available rooms are listed to the right. Click on the '+' to select an available room.

Reservations made within 48 hours of date requested are not guaranteed acceptance.

Details

Click on the details tab next to location. First time users will need to select a Customer name. Click on the blue looking glass to the right of customer. Enter a key word from your department or club and click the blue looking glass again. A list will appear; select your customer name and close the window. This will be in your customer dropdown box the next time your request space.

1st contact (temporary contact)

Select to enter your contact information. Virtual EMS will not display this information publically. Enter your WWU email address and a phone number.

Event Description

This box is to enter event information that you would like the public to see on a campus calendar or to pass on specific notes to the reservations office.

Budget Code/ Expenditure Request

If you have this information, please enter it at the time of request.

View My Requests

Click on Reservations; View my Requests. You can check on the status of your request and request additional services or equipment any time prior to your event.

Please contact VU Reservations at 360-650-6131 or VU.Reservations@wwu.edu with any questions. Thank you!