

# 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 can create an account.

## 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. Select the building and the attendance and click *Find Space*. Your available rooms will be listed to the right. Click on the X to select a room that is available. Reservations made within 24 hours of date requested will not be accepted. Please call VU Reservations at x6131.

## 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 you request space.

*Select 1<sup>st</sup> contact* (temporary contact) to enter your contact information. This information is for the reservations office and will not be viewed publicly on Virtual EMS. Enter your WWU email address.

*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 anytime prior to your event.

Please contact Kate Stevenson at 650-4777 or VU Reservations at 650-6131 with any questions. Thanks!