Signing up to use BookitLab Scheduling Software

Equipment and some lab scheduling is done through Bookitlab software. You will have to register for this. You will receive an email with the following link: https://core.bookitlab.com/gatewayurp and the name of your user group.

1. Clicking the link will bring you to the following:

   ![Image of BookitLab login page]

2. Click **new user** at the top of the dialog box.
3. This will bring up the New User Registration form:

![New User Registration Form](image)

4. Fill out this page as follows:
   a. Choose a **Username** which you should try to limit to about 7 characters all lower case. We suggest your first name and last initial, or last name and first initial or a nickname, but this will be how you appear on the calendar, so it would be helpful to make it something others will recognize.
   b. Enter the following required fields
      i. Lastname
      ii. Firstname
      iii. Password (must be at least 8 characters)
      iv. Email
v. Office phone
vi. Mobile phone

vii. **No one needs to enter anything for lab location**

viii. **STUDENTS ONLY** enter Advisor and Department

ix. User Group will be your company name which must match exactly what I have entered in the database, so this will be sent to you in the email with the link to the sign in page. Cut and paste it into the field or be sure to type it exactly as it is shown.

x. Fill in the word/letters shown – not case sensitive

c. Click **Register**.

d. Once you have successfully completed this registration, it will be sent to the administrator for approval and once approved you will receive an email notifying you.

e. You are now registered to use the system.

f. Common registration errors...

i. Missed spaces or extra spaces in the user group.

ii. Password not 8 characters

iii. Email or phone numbers missing

5. Administrator approval of your registration will be required before you can schedule.

6. Before anyone can use a piece of equipment, you must have training (called tutoring in the system). The training is free.

7. To schedule time:

a. login to Bookitlab.

b. On the Home screen select the building and then the lab that the equipment is in.

c. Click on the equipment to display the calendar. Click on the time you are interested in and the Reservation Detail page will come up
d. Area of Study is a required field, so select an area in the dropdown box

e. Select your start and end time.

f. Click Create Reservation

8. The first time you attempt to schedule time on any piece of equipment will require administrator approval to be sure that you have been trained on that equipment. Once approved for a piece of equipment, you will be able to schedule it without approval. IF MORE THAN A 6 MONTH LAPSE occurs in your use, for certain equipment you may need to retrain.

9. Click on Help in the upper right hand corner for some general information on scheduling.

10. Questions or problems?

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