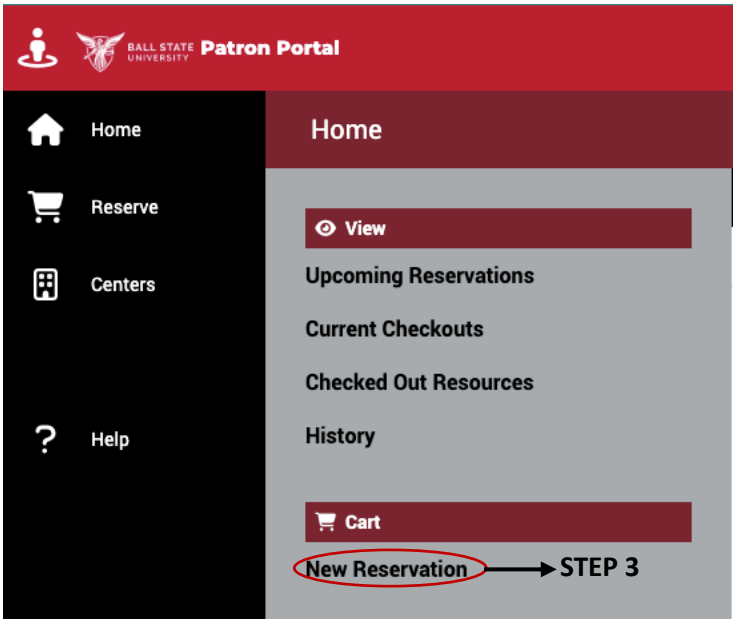
STUDENT TECHNOLOGY SUITES RESERVATION INSTRUCTION

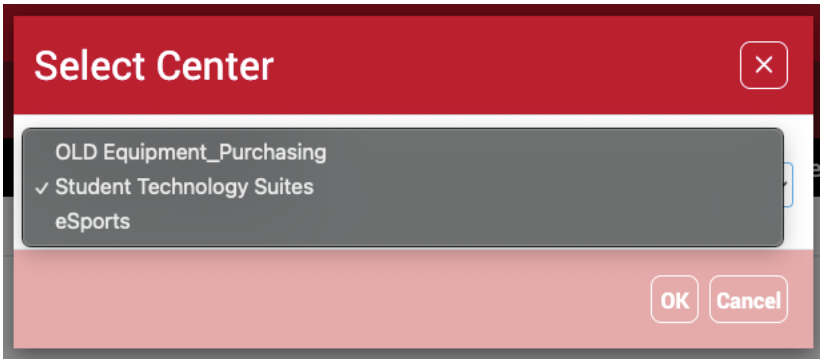
STEP 1: Login to **myBSU**

STEP 2: Scroll down to **Additional Tools** Section, look for and select **WebCheckOut – Patron**

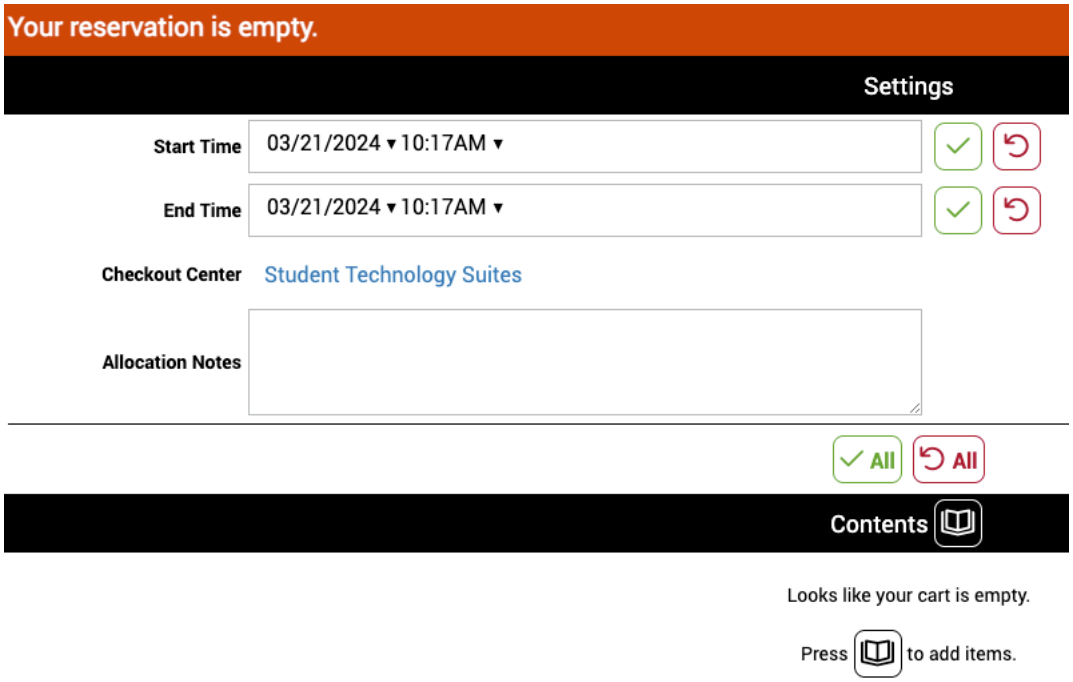
STEP 3: Click on **New Reservation**



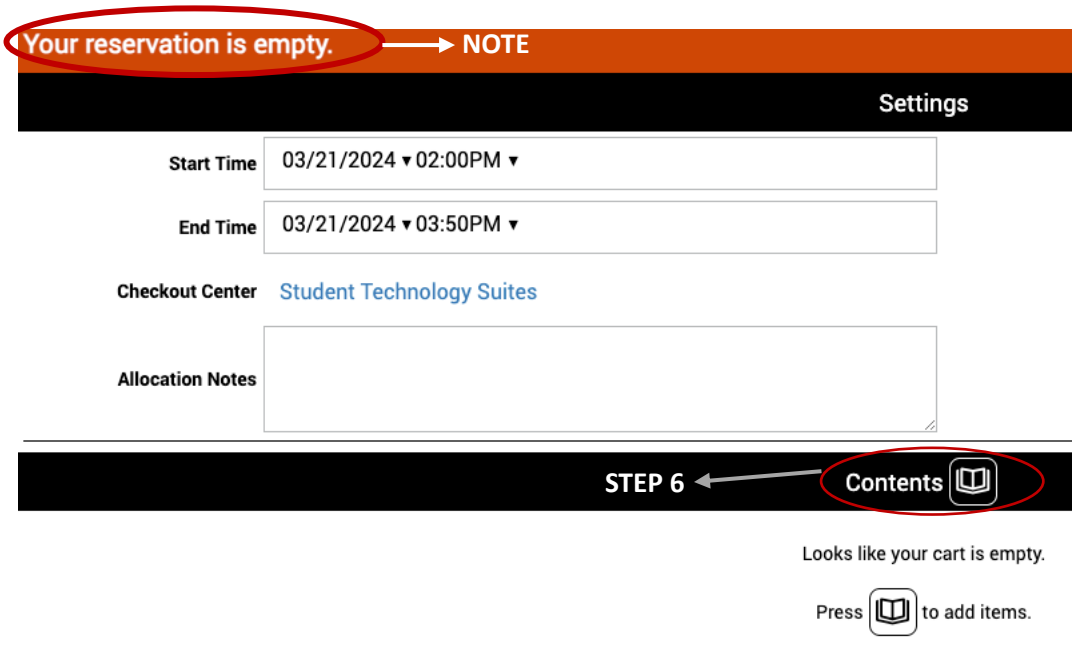
STEP 4: Select Student Technology Suites



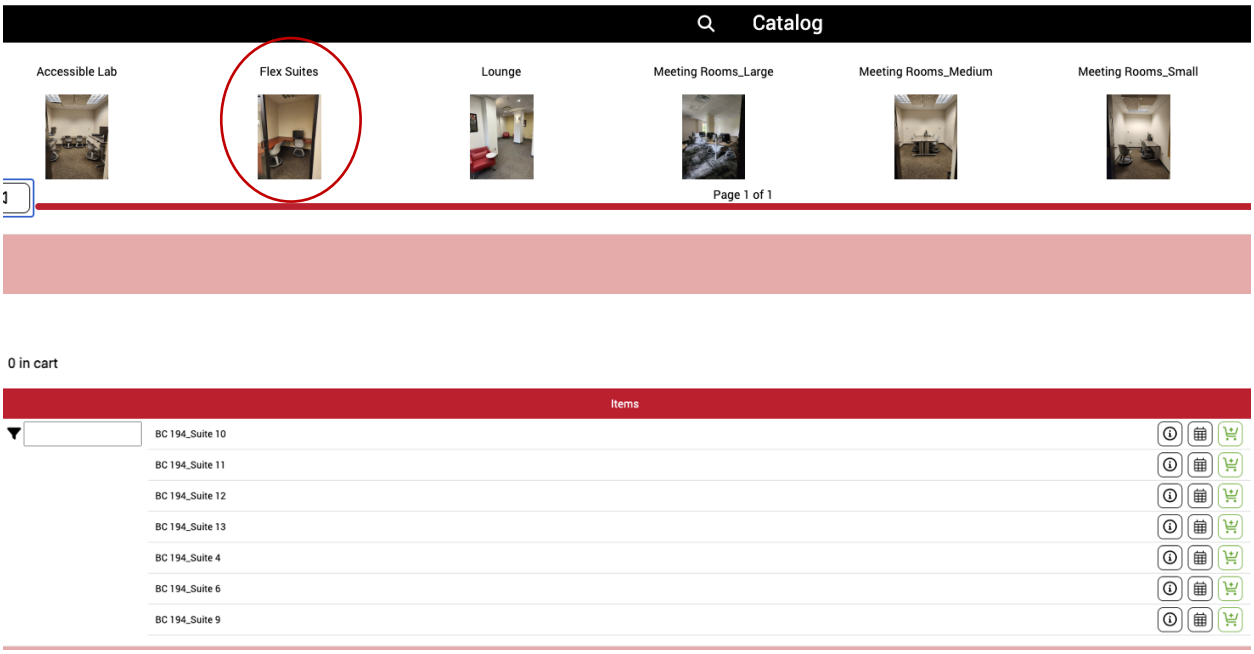
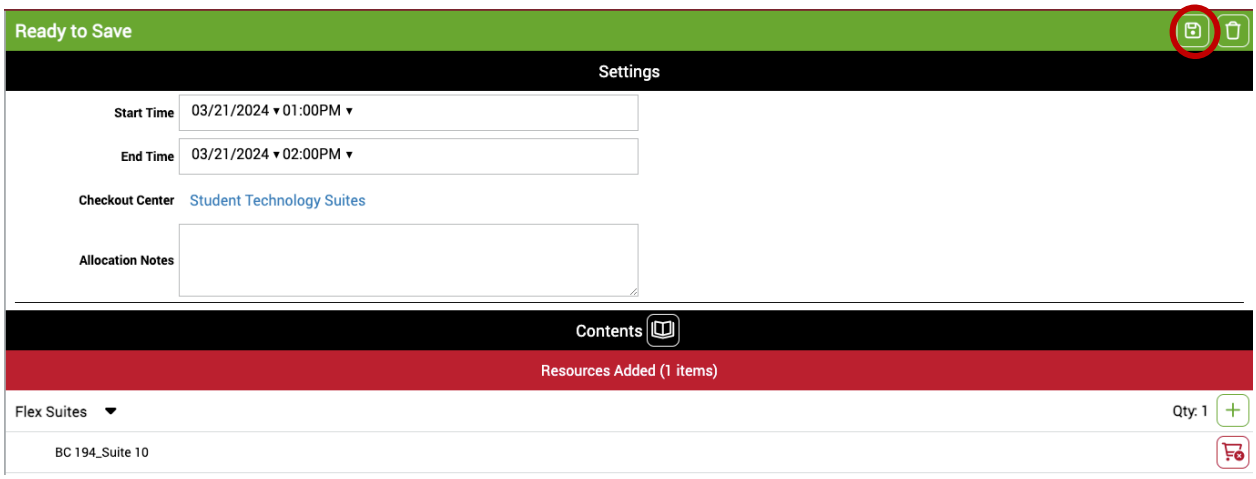
STEP 5: Input desired **start date/time and end date/time**, check the two small green boxes to confirm the date and time (or the small green box that as 'All' to confirm everything). You can fill the allocation note based on reasons for booking a space, not compulsory.



STEP 6: Note that you still have 'Your reservation is empty', select the book icon in front of the Contents to pick a space.



STEP 7: Select your desired space by click any area on the picture. For example, if you click on Flex Suite, you will see the list of Flex Suite spaces available, click on the green box with the cart icon to select a room. The selected room will be added to your cart. Close the page using the close [X] button at the top right corner.



STEP 8: Finally, click on the save button (icon resembling a folder)", and you are good to go. You will receive an email about your reservation.