

How to Request a Room Reservation

Step 1: Hover over “My Account” and choose “Log In”. Use your NIACC username/password to login to NIACC Scheduling.



The screenshot shows the NIACC Scheduling website interface. At the top left is the NIACC logo, which includes the text "NORTH IOWA AREA" and "COMMUNITY COLLEGE" around a central emblem. To the right of the logo, the text "NIACC Scheduling" is displayed. Below this is a navigation bar with three main sections: "Browse" (with a magnifying glass icon), "Reservations" (with a calendar icon), and "My Account" (with a person icon). The "My Account" section is highlighted, and a "Log In" button is visible below it. The login form itself has a "Login" tab at the top. It contains two input fields: "User Id:" with the text "portalfac" entered, and "Password:" with a masked password of ten dots. A "Login" button is located at the bottom of the form.

If you do not have a NIACC Scheduling account you will be notified your account is pending. An account will be created, usually within 2 business days, and you will be notified the account is active.

Step 2: Hover over “Reservations” and choose “Room Request – NIACC Faculty and Staff”.



Step 3: Fill in all the required (*) information and choose “Find Space”.

The screenshot shows a web interface for room reservations. At the top, there are navigation links: 'Browse', 'Reservations', 'My Account', and 'Help'. The main heading is 'Room Request - NIACC Faculty and Staff'. Below this are tabs for 'Info', 'Location', and 'Details'. The 'Info' tab is active, showing a 'Documentation' link: 'How to Request a Room Reservation'. The form is divided into several sections:

- When and Where:** Contains 'Date: *' with a calendar icon (arrow 1), a 'Recurrence' button, 'Start Time: *' (8:00 AM) and 'End Time: *' (9:00 AM) with clock icons (arrow 2), and 'Facilities: (all)' with a search icon.
- Setup Information:** Contains 'Attendance: *' (0) (arrow 3) and 'Setup Type: (no preference)'.
- Availability Filters:** Contains 'Room Type: (all)', 'Features:' with a list of checkboxes: 'Audio System', 'AV Control - Push Button', 'AV Control - Remote', 'AV Control - Touch Screen', 'Chalkboard', 'Document Camera', and 'Flat Panel Display' (arrow 4).
- At the bottom right is a blue 'Find Space' button (arrow 5).

1. Choose a single date (calendar icon) or multiple dates (recurrence button) for your event – DO NOT Schedule Academic Classes using this online reservation system.
2. Choose a start time and end time for your reservation request (the clock)
3. Indicate the estimated attendance
4. You may filter on room features (optional). The search results will be restricted to rooms that have ALL the features so use this only when looking for a room with a specific feature.
5. Click “Find Space” to return a list of rooms.

Step 4: Choose an available room – click on the “+” sign.

When and Where

Date: 3/24/2014 Mon
Start Time: 8:00 AM
End Time: 9:00 AM
Facilities: (all)

Setup Information

Room Type: (all)
Features:
 Audio System
 AV Control - Push Button
 AV Control - Remote
 AV Control - Touch Screen
 Chalkboard
 Document Camera
 Flat Panel Display

Find Space

Location

No rooms currently selected

Monday, March 24, 2014

Room	Cap
Activity Center	
+ AC100 - Second Event	240
+ 100	240
+ 101	47
+ 128B	35
+ 150	40
+ 200	75
+ 212	10
+ 213	10
+ AUD	115
+ AUDSTG	NA
+ GALLERY	100
+ GYM	600
+ SUN	0
Administration Building	
+ 100	15
+ 101A	10
Beem Center	
+ 200	154
+ 201	35
+ 202	25
+ 214	25
+ 215	30

Choose an available room by clicking the “+” sign.

A list of rooms will be returned. You may request a room that is available during the time of your request. Unavailable rooms are noted by the Blue Blocks.

Step 5: Your chosen room will move above the grid indicating you have selected it to request it be reserved for the date/time you've entered.

The screenshot displays a reservation system interface with two main sections: 'Selected Locations' and a room availability grid.

Selected Locations Table:

DATE	HOLIDAYS	START	END	LOCATION	STATUS	SETUP COUNT
3/24/2014 Mon		8:00 AM	9:00 AM	AC - 213	Request	8

Room Availability Grid:

The grid is titled "Monday, March 24, 2014" and shows room availability for various rooms. The columns represent time slots from 7 AM to 4 PM. A red vertical line is positioned at 8:00 AM, and a light blue shaded area covers the 8:00 AM to 9:00 AM slot. A blue bar is present in the 8:00 AM to 9:00 AM slot for room 213, indicating a reservation. Other rooms have blue bars in various time slots, such as room 150 from 9:00 AM to 10:00 AM and 12:00 PM to 1:00 PM, and room 212 from 12:00 PM to 1:00 PM.

Step 6: Click the “Details” tab and enter additional details about your event.

Room Request - NIACC Faculty and Staff

Info Location **Details**

When and Where

Date: *
3/24/2014 Mon

Start Time: * 8:00 AM End Time: * 9:00 AM

Facilities:
(all)

Setup Information

Attendance: *
8

Setup Type:
(no preference)

Availability Filters

Room Type:
(all)

Features:

- Audio System
- AV Control - Push Button
- AV Control - Remote
- AV Control - Touch Screen
- Chalkboard
- Document Camera
- Flat Panel Display

Event Details

Event Name: *
Virtual EMS Training Test

Event Type: *
Admin/Staff

Group Details

Group: *
NIACC - Technology Services

1st Contact: *
Greg Bailey

Phone: * 641-422-4172 Fax:

Email: *
bailegre@niacc.edu

2nd Contact:
(none)

Phone: Fax:

Email:

Other Information

Will your event require catering?: *
No

Room Setup Notes/Instructions

Fill in all required (*) information. Choose yourself from the 1st Contact Drop-down list so your phone & email will auto-populate.

Click Submit when finished.

What happens next?

NIACC's event coordinator, Kathy Foster, will be notified you have submitted a room reservation request.

You will be contacted once your reservation request has been confirmed or if the Event Coordinator needs additional information.

Questions? Email Kathy Foster (fostekat@niacc.edu)

