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.

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”.

The NIACC Scheduling system offers an online list of various NIACC events, including a weekly calendar of events by clicking on a category listed below. Return to the main menu. Meetings are typically not visible through this online area.

How to Request a Room Reservation:
NIACC Faculty/Staff may request an account. Choose "My Account" and click "Log In". You will see a message that your account is pending. You should receive notification when your account is active. Once your NIACC scheduling account is active you may login and choose "Reservations" to begin the process. If you have questions please contact Kathy Foster, NIACC Events.
Step 3: Fill in all the required (*) information and choose “Find Space”.

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.

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.

Choose an available room by clicking the “+” sign.
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.
Step 6: Click the “Details” tab and enter additional details about your event.

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)