

Using the Online UReserve Resource Reservation System

Introduction:

- Log in to UReserve either from the North Web/Staff page, or bookmark this address: <https://www.uburst.com/cgi-bin/ureserve/accounts/northd11/ureserve.pl> (doing this saves one extra required login).
- Reservations are private—so you must log in to see the form.
- You can reserve out 30 days in advance (you can see beyond that but only reserve 30 days).

Log in Protocol:

- User Identification = Long Form D11 Email (Firstname.Lastname@d11.org)
- Password = On your First Login, you will be required to set this. Initial Password = “Viking”
- Both Tim Adkison and Brian Rapp are administrators and can modify, delete reservations, etc.

Help with Passwords:

- Use Request Password feature if you forget your password.
- Email will go to your D11 email and you can set a new password.
- (Tim Adkison/Brian Rapp cannot see or reset your password).

This is the view of 1 Day — Scroll Down to see the entire week.

| Monday August 7, 2017 | | | | | | | | |
|------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|
| Computer Labs | 1st | 2nd | 3rd | 4th | 5th | 6th | 7th | 8th |
| LIB-Fishbowl (14) | | | | | | | | |
| LIB-Lab H (Former Mac) (17) | | | | | | | | |
| Lab 118 (24) | | | | | | | | |
| Lab 143 (33) | | | | | | | | |
| Lab 156 (33) | | | | | | | | |
| Lab 242 (33) | | | | | | | | |
| Lab 244 (35) | | | | | | | | |
| Library | 1st | 2nd | 3rd | 4th | 5th | 6th | 7th | 8th |
| In-Library Laptops (15) | | | | | | | | |
| Library Large Group Area | | | | | | | | |
| Library: Open Computers (14) | | | | | | | | |
| Library: Small Group Area | | | | | | | | |
| North (2nd Floor) Carts | 1st | 2nd | 3rd | 4th | 5th | 6th | 7th | 8th |
| North Cart 1 (30) | | | | | | | | |
| North Cart 2 (15) | | | | | | | | |
| North Cart 3 (15) | | | | | | | | |
| North Cart 4 (15) | | | | | | | | |
| North Cart 5 (15) | | | | | | | | |
| North Cart 6 (15) | | | | | | | | |
| Viking (1st Floor) Carts | 1st | 2nd | 3rd | 4th | 5th | 6th | 7th | 8th |
| Viking Cart 1 (30) | | | | | | | | |
| Viking Cart 2 (15) | | | | | | | | |
| Viking Cart 3 (15) | | | | | | | | |
| Viking Cart 4 (15) | | | | | | | | |

*To reserve a resource, click on the resource's name o

Find the Previous Week and Next Week buttons to move to a different week.

More Features:

Pink are reserved periods

Hover your mouse over a period to see who has that reservation.

To make a reservation:

- Click on the day/period(s) you wish to reserve.
- It will redirect you to a form for that day.
- Fill our form—your name/email is already entered. No other fields are required.
- Click submit
- Be careful with Make Reservation Recurring.

Please reserve what you need, use what you take.

See Tim Adkison or Brian Rapp for assistance. We can help modify/delete/change reservations you have made if you have trouble.