Make a Request

This is the most basic method. It will take you straight to the request form.

1. Go to the Portal at: http://booking.carleton.ca/portal
   Click on the Login button on the top right corner.

2. Type in your MyCarletonOne username and password then click on the Login button.

3. On the left navigation menu, click on Make a Request.

4. Under Request Type you can specify the type of room you would like to book. For classrooms select Bookable Classrooms.

   There are also other characteristics that you can specify for your booking.

   You can also enter in a minimum capacity for the room you want.
5. Under **Time Information**, specify the date for the booking by clicking on the calendar icon and clicking on a date. Next, specify the start time and duration.

6. If the booking is recurring then click on **Recurring Reservation** and specify the recurring options. Otherwise skip to the next step.

7. Click on the **Proceed** button.

8. The final submission screen shows up. Start by entering in the number of attendees.

   Under **Other Information**, fill out the **Event Title** box with the name of your event. If you have additional comments or need to specify your department, enter them in the **Addt’l Comments** box.

9. **Media Equipment Req’d?** is a required field, you need to specify whether or not you need media equipment from IMS.

10. Finally, click on the **Submit** button. Then click **OK**.

    You are done! You will receive an automatic e-mail confirming your submission.
Find a Room
This method will let you view and book available rooms for your booking time frame. It's the smart way to book space.

1. On the left navigation menu, click on Find a room.

2. Under Request Criteria you can specify the type of room you are looking for, as well as characteristics and capacity.

3. Under Availability, and under Request a specific date, choose the date of your booking by clicking on the calendar icon and clicking on a date. Next, specify a time range and a duration.

4. Finally, click on Verify Availability.

5. At the bottom, under Available Rooms Requiring Approval, you will see a list of start times and rooms that are available during the aforementioned start time.

   Click on the “+” button beside a start time to reveal the rooms that are available.
A list will pop up, showing all available rooms during the particular start time. Find a room you like and click on the **Request** button. It will take you to the final submission page to finish your request.

## Request a Specific Room
This method will let you check if a specific room is available during your booking time frame.

1. On the left navigation menu, click on **Request a specific room**.

2. Under **Request Type** you can specify the type of room you would like to book. For classrooms select **Bookable Classrooms**.

3. Under **Request Criteria** you can specify the type of room you are looking for, to narrow down the list.

4. In the list of rooms, click on a row belonging to your specific room.
5. Under **Availability**, and under **Request a specific date**, choose the date of your booking by clicking on the calendar icon and clicking on a date. Next, specify a time range and a duration.

6. Finally, click on **Verify Availability**.

7. Click on the **Request** button beside your desired start time. It will take you to the final submission page to finish your request.

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**My Requests**
Use this option to keep track of your requests and to see the status of your requests.

On the left navigation menu, click on **My Requests**.

You will be able to see your upcoming booking requests, as well as their statuses.
On the top right corner, under **Filter**, you can select different times to display.

To cancel a request, click on the **Cancel** button.

To view the history of a request, click on the request number.

Here you can see the current status, as well as the history of the request.

Whenever the status of your request changes, you will receive an e-mail.

For further assistance, please e-mail scheduling@carleton.ca.