Enterprise Portal
Step-by-step Guide

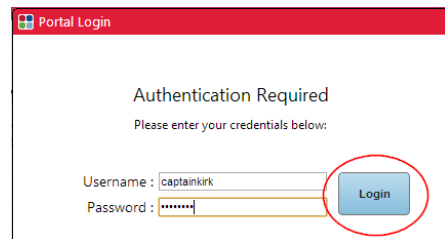# Make a Request

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.

The Smart Way to Book Space
The Enterprise Portal displays all courses and ad hoc events for public viewing. Carleton University faculty and staff can use the portal to check for room availabilities and to request bookable rooms.
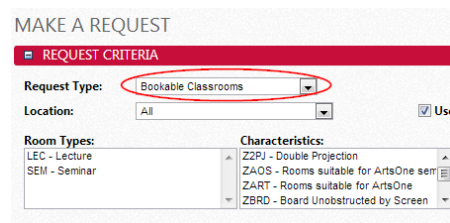
2. Type in your MyCarletonOne username and password then click on the **Login** button.
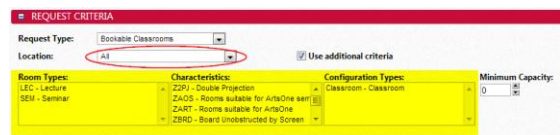

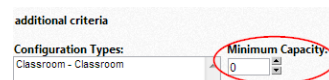**3.** On the left navigation menu, click on **Make a Request**.
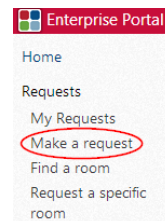
4. Under **Request Type** you can specify the type of room you would like to book. For classrooms select **Bookable Classrooms**.

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.
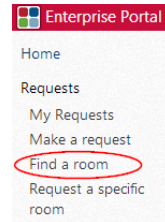
Find a Room

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.

6. 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.

Start Time	Rooms			
□ 11:00 AM		**Building**	**Building ID**	**Room ID**
	Request	Azrieli Pavilion	AP	132
	Request	Azrieli Theatre	AT	101
	Request	Azrieli Theatre	AT	102
	Request	Loeb Building	LA	A720
	Request	Loeb Building	LA	C164

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**.
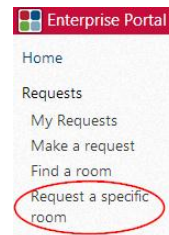
Enterprise Portal
Home
Requests
My Requests
Make a request
Find a room
Request a specific room

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

REQUEST CRITERIA
Request Type: Bookable Classrooms
Location: All

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

REQUEST CRITERIA
Request Type: Bookable Classrooms
Location: All   ☑ Use additional criteria
Room Types: Characteristics: Configuration Types: Minimum Capacity:
LEC - Lecture   ZZPJ - Double Projection   Classroom - Classroom   0
SEM - Seminar   ZAOS - Rooms suitable for ArtsOne sem
                    ZART - Rooms suitable for ArtsOne
                    ZBRD - Board Unobstructed by Screen

4. In the list of rooms, click on a row belonging to your specific room.

ROOMS: BOOKABLE CLASSROOMS
💡 Click on a row to select a room

Building	Building ID	Room ID	Description
Azrieli Pavilion	AP	132	SES CLASS
Azrieli Theatre	AT	101	SES CLASS
Azrieli Theatre	AT	102	SES CLASS
Azrieli Theatre	AT	301	SES CLASS
Azrieli Theatre	AT	302	SES CLASS
Canal Building	CB	2103	SES CLASS
Canal Building	CB	2104	SES CLASS

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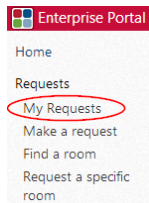
6. Finally, click on **Verify Availability**.

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

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.

Request	Date	Time	Approved Room(s)	Requested Room	Additional Information	Cancel
0037	Saturday, June 08, 2013	2:00 PM - 5:00 PM			**Event Title:** Pool Party **Addt'l Comments:** Physics Department **Media Equipment Req'd?** No	Cancel
0036	Friday, May 17, 2013	3:00 PM - 5:00 PM	M UC 374		**Event Title:** Pool Party **Addt'l Comments:** Physics Department **Media Equipment Req'd?** No	Cancel

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.