Step-by-Step Guide to:

Space Booking
## Index

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Helpful Information

Heading ‘Self Service’ gives you a list of rooms you do not need to be approved to use. This includes only meeting rooms in the MacOdrum Library. Booked short time in advance.

Heading ‘Requests’ gives you all rooms requiring approval. Request in advance of the day you wish to use to room. Including Classrooms and tabeling areas.

Find a room allows you to search by time and day needed. It will then provide you with available rooms.

Request/Book a Specific room will allow you to search for a specific room for a given duration. It will then provide you times and days that specific room is available.
Finding a Room

Step 1: Visit booking.carleton.ca/Portal/Index.php. Click to continue to sign in with your MyCarletonOne username and password.

Step 2: Select ‘Find a Room’ on the left hand side of your screen under heading Requests.
Step 3: Fill out the information, start by selecting ‘Bookable Classrooms’ from the drop down menu. Choose time preferences. Once complete click ‘Verify Calendar’.

Step 4: Check the calendar for available days and click to select one.
Step 5: Click to select a room from the available rooms.

Step 6: Verify the information. If correct click ‘Proceed’, if incorrect, click ‘Cancel’.
Step 7: Fill out the required information and finish by clicking ‘Submit’. Your request will be submitted for approval.
Request a Specific Room

Step 1: Visit booking.carleton.ca/Portal/Index.php. Click to continue to sign in with your MyCarletonOne username and password.

Step 2: Select ‘Request a Specific Room’ on the left hand side of the screen under heading Requests.
Step 3: Fill out the information for Specific Room. Click to select the room.

Step 4: Fill out time information. Click ‘Verify Calendar’ when completed.
Step 5: Following the index, check the calendar for available days and click to select one.

Step 6: Out of the available Start Times, select one by clicking ‘Request’.
Step 7: Fill out the required information and finish by clicking ‘Submit’. Your request will be submitted for approval.
Viewing Booking Information

Step 1: Visit booking.carleton.ca/Portal/Index.php. Click to continue to sign in with your MyCarletonOne username and password.

Step 2: Click to select ‘My Bookings’ on the left hand side.
Step 3: View the status of your bookings, approval, and more information (location, time, date, etc.)
Cancelling a Request

Step 1: Visit booking.carleton.ca/Portal/Index.php. Click to continue to sign in with your MyCarletonOne username and password.
Step 2: Click to select ‘My Bookings’ on the left hand side.

Step 3: Click on ‘Cancel’ beside the booking you wish.

Step 4: Comment including why you will no longer need the room. To cancel click ‘Yes’. To go back to previous screen click ‘No’.