**[Reserving a Computer Lab, Chromebook Cart, Library Area, or Conference Room](https://youtu.be/PPus3hxwRS8)**

**Note: The title of this document is linked to a screen cast of the directions; there screen casts are also on the main reservation page.**

1. Log in to your **ASD Google** account.
2. **Make certain you are not logged on to a personal Gmail account.**
3. Open a new tab, and go to the Service High Lab Reservations website: [**http://servicehighlibraryak.weebly.com/service-staff-reservations-page.html**](http://servicehighlibraryak.weebly.com/service-staff-reservations-page.html)
4. Scroll through the page until you find the room or cart you want to reserve. The name of the lab will a blue hyperlink to the actual reservation page. 
5. The lab calendar webpage will open.
6. In the upper left corner, there will be a toggle button to change the date. Change the date to the day/week you would like to reserve the lab: 
7. Once you have selected the week in which you want to make a reservations, look for a grey button on the date you want that shows the name and/or period of the lab/area/cart:



1. **If the space looks like this: the lab/cart/area is not available to reserve.**
2. Once you click a grey button, a confirmation box with fields to add information and save your reservation.

 

Help your colleagues! Make certain your name (it auto-populates if you use you ASD Google account) shows up in this field. You can also indicate if you only need a chrome cart certain periods; other staff members will see the information and can coordinate sharing the resource with you!

1. You will receive an email to your ASD confirming your reservation (unless you did not use your ASD Google account; then, check your personal Google account).