

## Facility Schedule Instructions

1. Open the Portal on the intranet - <https://my.mvnu.edu/ics>
2. Click on the **Employee Pages tab** at the top (2<sup>nd</sup> tab)
3. Under Campus Resources, click on **Facility Information, Schedules & Requests**
4. Select **Facility Schedule**
5. The “Browse Events” screen is displayed in the monthly calendar view format. (The Facility Schedule automatically defaults to this format.)
6. **Click on the Daily List tab at the far left to change the view to a list format. This format is much easier to read and gives correct information.**
7. Click on “Filter” to select the date, building, and room to check availability. **These are the only fields you should select. (Do not enter any information in the Event Type, Event Name, Customer Name, or Save My Settings box. If you enter information in these fields, it will give you incorrect information.)**
8. Click on **“Apply Filter”**
9. Select one of the tabs to view available dates and rooms: Daily List, Weekly List, Monthly List, Weekly Calendar, Monthly Calendar
  - a. **Daily, Weekly, and Monthly Lists:** These lists will show the rooms that are currently reserved. Click on the event (listed in blue) for the **“Booking Details”** screen. This screen will list the contact’s name and extension number for the current reservation. If additional reservations are linked to this reservation, they will be listed in sequential date order.
  - b. **Weekly and Monthly Calendars:** These calendars will show the time frames and events that are scheduled on each day. To check what rooms are reserved, click on the event (listed in blue), and the **“Booking Details”** screen will be displayed. This screen will list the contact’s name and extension number for the current reservation. If additional reservations are linked to this reservation, they will be listed in sequential date order.
9. To return to the **“Browse Events”** screen, click on the **“Back”** button on the toolbar.
10. To select a different date or month, click on **“Previous”** or **“Next”** located on the Browse Events screen. To select a different building and room, click on **“Reset Filter”** and select a different building and room.
11. To schedule a facility request, go back to the Facility Information, Schedules, & Request Page. Select the **“Facility Request Form”**. Complete the on-line form. When finished, click the “submit” button.
12. Your request will be sent via e-mail to the Facilities Coordinator. You will receive an e-mail confirmation when the reservation request is processed.