

Help Guide

PALS Room Reservation System

Use the following steps to request a Room Reservation

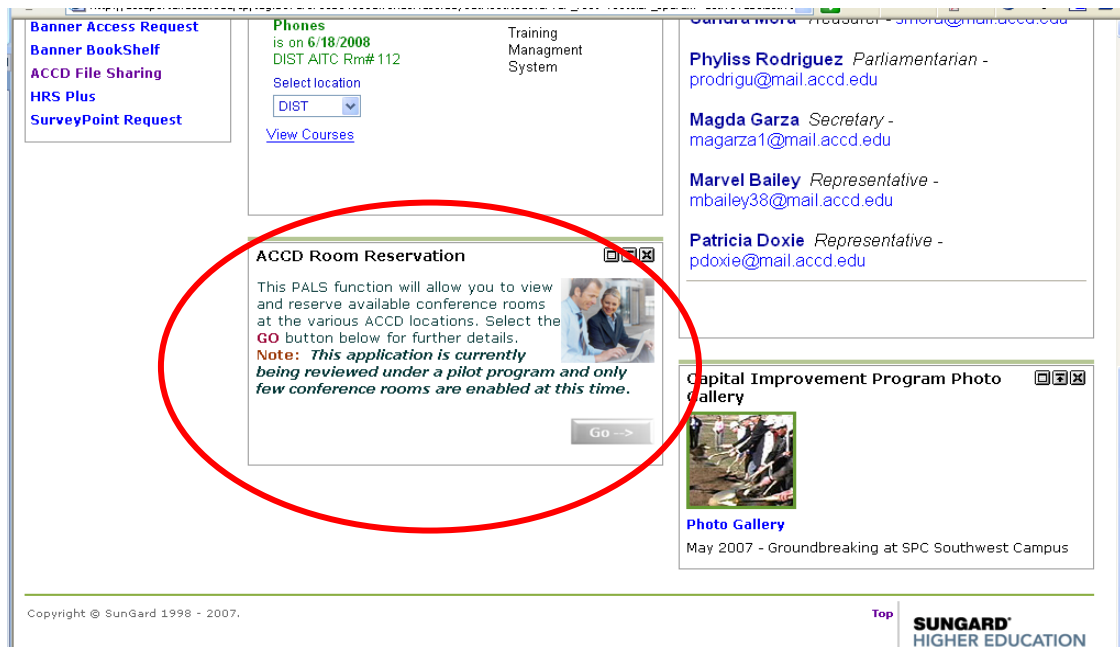
Note: Currently, only the Advanced I.T. Center (AITC) and the Banner Projects Conference Rooms located at the District Houston Street location are using this system.

1. Login to your College PALS application.

How do I access PALS? Go to www.accd.edu/pals and click your school name under "Login to PALS." Under the password box, select "Click Here to obtain your PALS login User Name" and follow the prompts. Your default password is the first 2 letters of your last name (in upper case letters) followed by the last 6 digits of your social security number. Contact 220-1616 (Option 4) if assistance is required.

2. Click the Employee Tab.

3. Find the ACCD Room Reservation channel and click the Go button.



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4. The Search/Reserve Room tab will display. Fill in the requested information and click the Search button.

ACCD Room Reservation System

Search/Reserve Room | My Reservation(s) | Room Administrator List

Search Room Availability

Event Date:

Event Location: 

of Attendance:

Click the **Event Location** drop-down icon to select **District**; currently only rooms for District locations are using this room reservation system.

5. A search results screen will appear displaying rooms that meet your search criteria. Click the **Room Name** to create a Room Reservation Request.

ACCD Room Reservation System

Search/Reserve Room | My Reservation(s) | Room Administrator List

Search Room Availability

Event Date:

Event Location:

of Attendance:

Displays times that are reserved for someone else. →

Displays times that someone else has requested and is pending approval. →

Use to view room availability of other days. → Previous Day Next Day

Please click on the room name to create a room reservation request.

Room name	Location	Approved Reservations	Pending Reservations
AITC(Advanced I.T. Center)	Houston Street	02:00 PM to 04:00 PM 10:30 AM to 11:00 AM	

6. Fill in the Requestor Information and Additional Information sections. Click the Submit button.

ACCD Room Reservation System

Search/Reserve Room | My Reservation(s) | Room Administrator List

Room Reservation Request Form

Room Information:

Name: AITC(Advanced I.T. Center)
 Campus: District
 Building: Houston Street
 Number: 112
 Administrator: Michelle Tan
 capacity: 20
 Computer: 20
 Additional details: If the presenter will use their own laptop rather than the front PC, please indicate this in the "Other Requirement" section of your room request.

Requestor Information:

Name:
 Contact Person:
 College:
 Department:
 Supervisor:
 Phone Number:
 Fax Number:
 Email:

Current Room Schedule (Green: Available; Yellow: Pending; Red: Reserved)

08:00 AM	08:30 AM	09:00 AM	09:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM	12:00 PM	12:30 PM	01:00 PM	01:30 PM	02:00 PM

Additional Information:

Event Name: Event Start Time:

Event Date: Event End Time:

Attendance:

Room Set up: None

Equipment Needed: None

Other Requirement:

7. A submission confirmation similar to the screen below will appear. The request automatically gets sent to the Room Administrator.

ACCD Room Reservation System

[Search/Reserve Room](#) | [My Reservation\(s\)](#) | [Room Administrator List](#)

Thank you.

Your request has been successfully submitted.

Once the Room Administrator approves or disapproves the request, the requestor will receive an email notification. At any time, status of room reservation request(s) can be viewed by clicking the **My Reservation(s) Tab**.

ACCD Room Reservation System

[Search/Reserve Room](#) | [My Reservation\(s\)](#) | [Room Administrator List](#)

Current Reservation Request(s):

Reserved Date	Reserved From	Reserved To	Room	Current Status	
7/23/2008	08:30 AM	10:30 AM	AITC(Advanced I.T. Center)	In Progress	Details
7/23/2008	02:00 PM	05:00 PM	AITC(Advanced I.T. Center)	In Progress	Details

Note: The **Room Administrator List** Tab displays a list of rooms that use this system for room reservations along with Room Administrator contact information.

ACCD Room Reservation System

[Search/Reserve Room](#) | [My Reservation\(s\)](#) | [Approve/Disapprove](#) | [Room Administrator List](#) | [Room Management](#)

Room Administrator List

Room	Location	Administrator	Department	Email_ID
AITC(Advanced I.T. Center)	Houston Street 112	Yesenia Flores	Information Technology Services	yflores
Banner Projects Conference Room	Houston Street 101	Erlinda Ybarra	Banner Project Services	eybarra1

For technical assistance, please contact Support Central at 220-1616 (Option 4).