To Use the MHA Reservation System

If you are a new user, use the username and password that were emailed to you. When you login, you are brought to the “Dashboard.” This page has announcements, your upcoming reservations (if applicable), and resource availability.

To reserve an item:

1. Click “Schedule,” and highlight “Bookings.”

2. Find the resource name, date, and time you'd like to book. If you place your cursors over the item, you will see details, including a picture of the item. Clicking on the time slot will allow you to change the details of the reservation.
a. If you want to book multiple items (e.g. multiple plastinates and a carrying-case), find the header titled “Resources,” and click “Change +.” Check any of the resources you would like to reserve with the current reservation.

3. Fill in the requested information (see figure above)
   a. Begin and End: Dates and times of the reservation
   b. Title of Reservation: Choose a title for your reservation (please be specific so we know where resources are what they are being used for)
   c. Description of Reservation: Enter the number of students (or users) AND the grade-level(s).
   d. Send Reminder: If you would like to be reminded of your upcoming reservation or when it is due back to the MHA Suite, check the appropriate boxes, and choose how many days/hours/minutes before you would like a reminder.

4. Click “Create”
   a. If the resource requires approval from an administrator, your reservation status will be pending.
   b. Note: You will only receive a notification of approval if you enabled notifications for your account. To enable notifications, click “My Account” > “Notification Preferences” under the main menu.
   c. You can view the status of your reservation on your Dashboard under “Upcoming Reservations.”

5. If you need to modify your reservation at any time, you can click it under your “Upcoming Reservations” on the dashboard, or you can find your reservation under the “Schedule” tab.

**For additional help, please click “Help” from the menu bar on any screen.**