

INTRANET – BOOKING A CLASSROOM

The following instructions outline how to book a classroom through the intranet platform.

* Go to **OneLogin** page[**https://gge-cyp.onelogin.com**](https://gge-cyp.onelogin.com)
* Click on the **Intranet** Icon**.**
* Click on the **“Windows Authentication”** option.
* In the pop-up window, fill in your **EUC email** and **password** and click on the **“Sign in”** button.
* Click on the **“Submit”** button.
* Click on the **Registrar’s & Bursar’s Office** page under **Administrative Services**.
* On the right side of the window under **Registrar’s & Bursar’s Office** **widget** select the **Schedule of Classes.**
* Choose the current semester and open the file uploaded to check the classrooms availability.
* Go back to the **Registrar’s & Bursar’s Office** **widget** and select the **Room Bookings**.
* On the calendar that appears click on the **Date** (on the number) you'd like to book for a lab.
* In the displayed form click on the drop-down list under **“Sub-Category”** field and choose the classroom needed.
* Write a **Title** for your reservation.
* In the **Short Description** box provide a brief description of any relevant details or requirements that may be needed.
* Specify the **“Start Time”** giving the **Date**, **Start** and **End** **Time**.

* Under the **“Recurrence Pattern”** choose the one that suits your needs and press **“Publish”**.
* An approved or rejection email will be sent to your email.