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INTRANET – BOOKING A LAB

The following instructions outline how to book a lab 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 **MIS** page under **Administrative Services**.
* On the top right corner of the window under **MIS widget** select the **Labs Schedule of Classes**
* Click on the current semester and open the file uploaded to check the Labs availability.
* Go back to the **MIS widget** and select the **Lab 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 Lab 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.