

INTRANET – BOOKING A LAPTOP

The following instructions outline how to book a laptop 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 **Equipment Bookings**.
* On the calendar that appears click on the Date (on the number) you need for your laptop reservation.
* In the displayed form click on the drop-down list under **“Sub-Category”** field to choose a laptop.
* If there is a conflict with the first option, please proceed with an alternative option.
* Write a **Title** for your reservation.
* Indicate in the **Short Description** box if you require the laptop to be delivered to a specific location.
* Specify the **“Start Time”** giving the Date, Start and End Time of your reservation.
* 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.