

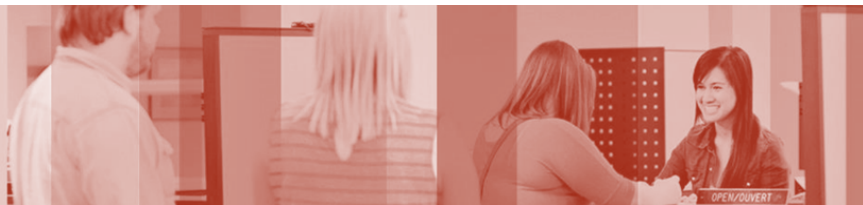
enCambrian
ROOM BOOKINGS

For assistance:

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Enrolment Centre



enCambrian Room Bookings

BOOK A ROOM

- Log into the EnCambrian Portal via myCambrian using the same username/password you use to log into the college network (not your myCambrian ID/password).
- Click on MAKE A REQUEST.
- Select a date. *Please note that you can only request a room 24hrs in advance.*
- Select a time.
- Select a Duration.
- Click the PROCEED button.
- Complete Mandatory fields.
- Complete Optional fields if other services are required.
- Click the SUBMIT button.
- Select OK to submit the request.
- You will be given a reference number. Click OK.
- MY BOOKINGS will allow you to keep track of your request status.

enCambrian Room Bookings

HOW TO MAKE A REQUEST

1. Login to myCambrian, select the STAFF tab, and click on enCambrian under the QUICK LINKS portal.
2. Login to enCambrian by clicking LOGIN in the upper right corner of the screen and using your network credentials (username and password).
3. Click on MAKE A REQUEST in the left-hand column.
 - By default, MEETING ROOMS and 101 - BARRYDOWNE CAMPUS have already been selected under Request Criteria.
 - If you want to use additional criteria to find a meeting room, check USE ADDITIONAL CRITERIA and select your options.
4. Time Information.
 - Select the date. Please note that you can only request a room 24hrs in advance.
 - Select the start time.
 - Enter the duration.
 - Is this meeting a recurring meeting? If so, check off the RECURRING RESERVATION box and enter the details. See document Recurring Reservations for more help with this function.
5. Click PROCEED.
6. REQUEST CONFIRMATION screen:
 - Complete all mandatory and optional fields related to your reservation. Check off as many boxes as applicable and enter notes, if needed.
 - Mandatory fields:* Contact Name, Meeting/Event Title and Number of Attendees.
 - Optional fields:* Set-up and Tear-down Time, portal display, Directional Signage, Configuration of the room, Facilities services, IT services and AODA services.
 - Once completed, click SUBMIT.
 - A pop-up box will appear. Select the “OK” to submit the request or the “Cancel” button to cancel.
 - You will then receive a message “Request saved successfully” and you will be given a reference number. Click “OK”.
7. Keep track of your status through the MY BOOKINGS link under the HOME section:



FIND A ROOM

1. Click on FIND A ROOM.
 - Under REQUEST CRITERIA, REQUEST TYPE (Meeting Rooms) and LOCATION (Barrydowne Campus) automatically default.
 - If desired, click the checkbox beside USE ADDITIONAL CRITERIA to further specify what you are looking for in a meeting room.
2. Under AVAILABILITY, choose one of the following options:

OPTION 1: CHECK A SPECIFIC DATE AND TIME

- Choose the date for your search
- Choose the Start Time and End Time.
- Click VERIFY AVAILABILITY. Results will appear.
- To book a room from the list, click on a row to select the room. A pop-up box will appear.
- Click PROCEED or CANCEL.
- If you click PROCEED, you will then be taken to the REQUEST CONFIRMATION screen. Complete information requested and SUBMIT.

OPTION 2: FIND A DATE

- Enter your time range and duration
- Click VERIFY CALENDAR. The AVAILABILITY CALENDAR will appear.
- Choose a date showing as *available* by clicking on it.
- Available rooms and times will appear.
- To book a room from the list, click on a row to select the room. A pop-up box will appear.
- Click PROCEED or CANCEL.
- If you click PROCEED, you will then be taken to the REQUEST CONFIRMATION screen. Complete information requested and SUBMIT.

OPTION 3: MAKE A RECURRING REQUEST

- Choose the start date
- Choose a specified time range and duration.
- Click SET RECURRENCE OPTIONS. A dialogue box will appear.
- Choose if the recurrence is Daily, Weekly, Monthly or Yearly.
- Enter the details based on your choice.
- SHOW OCCURRENCES allows you to IGNORE or MODIFY individual occurrences within your selection (e.g., skip a day). If you choose IGNORE, this occurrence will not be part of your room requests. If you choose MODIFY, this options allows you to choose a different date.
- Click VERIFY AVAILABILITY.
- A message will appear noting the room availability.
- If the room is available, click REQUEST. This will then bring you to the REQUEST CONFIRMATION screen – complete details and submit your request.
- If the room is not available, choose another date, start/end times or room.

REQUEST A SPECIFIC ROOM

1. Click on REQUEST A SPECIFIC ROOM.
 - Under REQUEST CRITERIA, REQUEST TYPE (Meeting Rooms) and LOCATION (Barrydowne Campus) are automatically defaulted.
 - Click the checkbox beside USE ADDITIONAL CRITERIA to further specify your requirements.
2. Under ROOMS: MEETING ROOMS, click on the row to select the room you want.
3. Under AVAILABILITY, choose one of three options:

OPTION 1: CHECK A SPECIFIC DATE AND TIME

- Choose the date
- Choose the Start Time and End Time
- Click VERIFY AVAILABILITY
- A message will appear noting the room availability.
- If the room is available, click REQUEST. This will then bring you to the REQUEST CONFIRMATION screen – complete details and submit your request.
- If the room is not available, choose another date or start/end times.

OPTION 2: FIND A DATE

- Enter your time range and duration.
- Click VERIFY CALENDAR. The AVAILABILITY CALENDAR will appear.
- Choose a date showing as *available* by clicking on it
- A message will appear noting the room availability.
- If the room is available, click REQUEST. This will then bring you to the REQUEST CONFIRMATION screen – complete details and submit your request.
- If the room is not available, choose another date, start/end times or room.

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- Click VERIFY AVAILABILITY.
- A message will appear noting the room availability.
- If the room is available, click REQUEST. This will then bring you to the REQUEST CONFIRMATION screen – complete details and submit your request.
- If the room is not available, choose another date, start/end times or room.

CANCEL/MODIFY A ROOM BOOKING

TO CANCEL

1. Click on MY BOOKINGS.
2. Click the CANCEL button located to the right of the booking you would like to cancel.

TO MODIFY

Note: Once your room booking has been approved you can no longer modify the room booking yourself. You will either need to cancel the room booking and re-enter it (steps described below) or you can use the comment section on your approved email and sent it to roomrequests@CambrianCollege.ca.

1. Click on MY BOOKINGS.
2. Click on the reservation you wish to modify.
3. Scroll down to the bottom of the page.
4. You have two options:
 - CANCEL THIS REQUEST
 - MODIFY THIS REQUEST
5. Click MODIFY THIS REQUEST. A dialogue box appears.
6. To change the date, time or request criteria, please click on the first option.
7. To keep the same date, time and request criteria, and only change other information (e.g., related services), click on the second option.
8. Click PROCEED button.
9. Make your changes, then click SUBMIT.
10. Once you SUBMIT and click OK, you will receive a message indicating that your original request has been cancelled and that your recent request was submitted. You will receive a new request number and another email confirming your reservation.