

Scheduling This Lab How-To

1. Go to: portal.adams.edu
2. Click on "Campus Events"
3. To see if the lab is available on the date(s) and time(s) you need:
 - a. Click on the "Choose Calendar" drop-down list
 - b. Click on "Full List"
 - c. Choose the "Open Lab Schedule" from the drop-down list
 - d. Scroll through the months, days

If dates are available....

1. Click on "Add Event"
2. The "Open Lab Schedule" will be listed in the "Select a Calendar" field.
3. In the "Event Title" please indicate the Lab Rm# and the contact persons' last name. (Example: ES-238 Jones)
4. In the "Description" field please include the CRN#, a contact phone#
5. Click on Submit Event

Please enter your event information below and then press 'Submit Event'. We will review your submission and post it in the calendar if it is appropriate.

Note: * denotes a required field.

* **Select a Calendar:**

* **Date:**

Start Time:

End Time:

Repeat:

Times To Repeat

Repeat Until

* **Event Title:**

Description:

* **Your Name:**

* **Your Email:**

Computing Services will then review the request and approve. Call the CS Helpdesk at x7741 if you have any questions.