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

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