

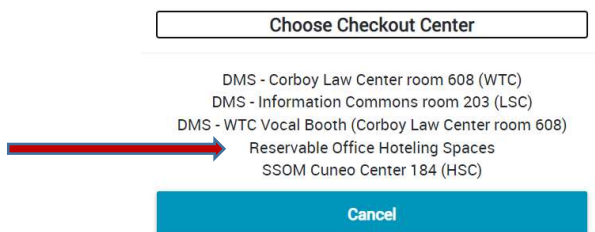
Entering Reservable Office Hoteling Space at the Health Science Campus

Website: <https://equipmentloan.luc.edu/patron#!/>

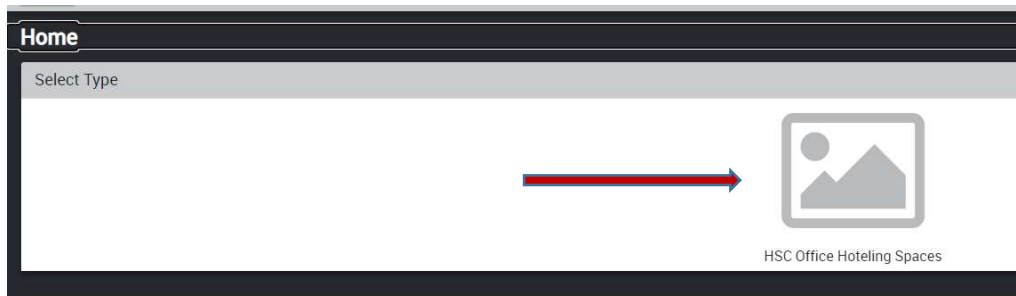
Welcome: Loyola Faculty and Staff who are in need of a workspace while at the Health Science Campus are encouraged to use one of the designated reservable “hoteling” spaces. You are able to reserve spaces for yourself or your colleagues, as long as they are a Loyola Faculty or Staff member. If at any time you have any questions, or need assistance, please reach out to Judy at hsconferences@luc.edu.

How to make a reservation:

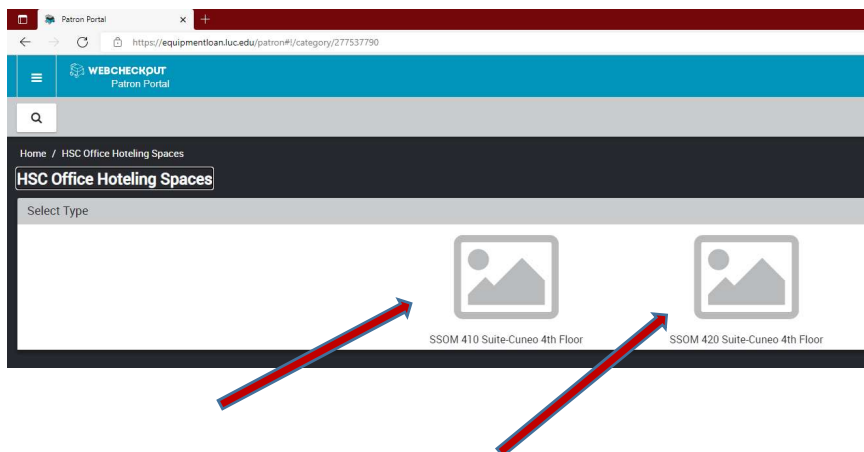
- Using the link provided, login in with your Loyola credentials
- Choose Reservable Office Hoteling Spaces



- Close Message of the day
- Check HSC Office Hoteling Spaces



- Check the Suite group that contains the space you want to reserve



SSOM 410 Suite Spaces:

Offices: 417, 419, 426

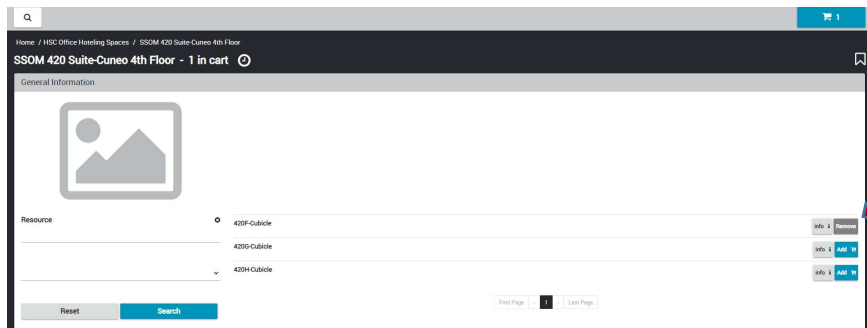
Cubicles: 420K, 427A, 427B, 427C

SSOM 420 Suite Spaces:

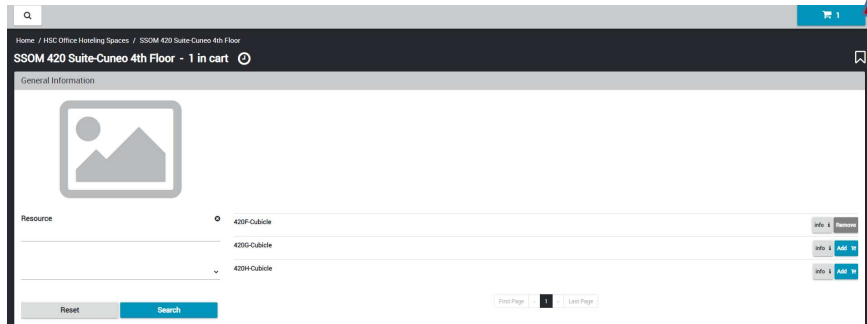
Offices: N/A

Cubicles: 420F, G, and H

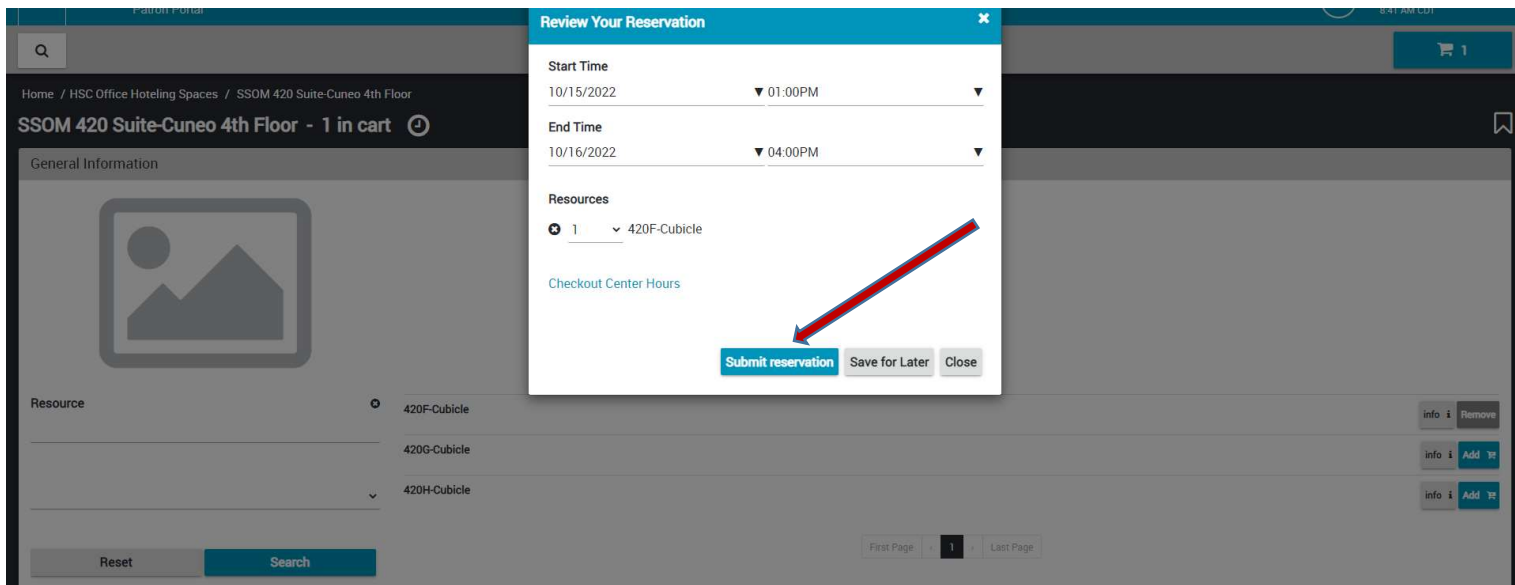
- Choose space and add to the cart. **Please note:** If you add more spaces during this time, you'll be reserving them all for the same date and times.



- Go to shopping cart (Top Right Corner)

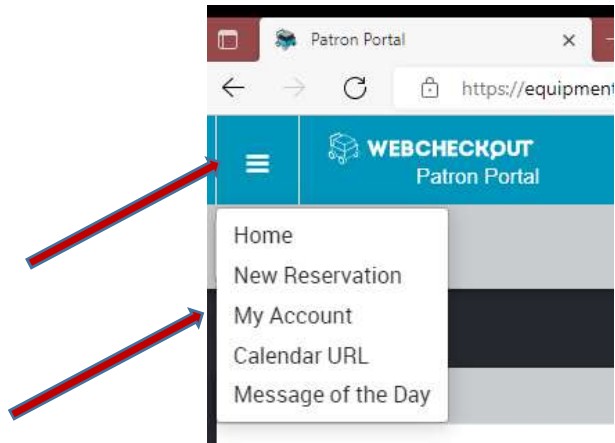


- In next window, use the Create Reservation button, unless you want to save the request for later. If you save for later, it is not confirmed until you receive a confirmation email.
- In the Review your Reservation prompt, Enter the date you want the reservation, and the start and end times. When done, choose Submit reservation. **Helpful hint:** You may want to do the end time and date first, as the system can reset the start time, if it looks like your Start and End times are the same.



- You will get a congratulations prompt showing that your reservation or changes to a reservation have been made.

- You can look at all your reservations on your "My Account" page. This can be accessed by using the drop down menu under the three bars, in the top left corner



My Reservations			
Start Time	End Time	Allocation	Items
Sat, Oct 15, 2022 1:00 PM	Sat, Oct 15, 2022 4:00 PM	CK-742043	SSOM 420 Suite-Cuneo 4th Floor

My Current Checkouts
No current checkouts

HSC Reservable Office Hoteling Spaces:

