How to request a Computer Lab

Please put the requester info. (email)

EVENT INFO

Please fill out the questions, such as public event, Event, description, Campus, etc. You need to facilitate all the details or your event or class.

School/Office
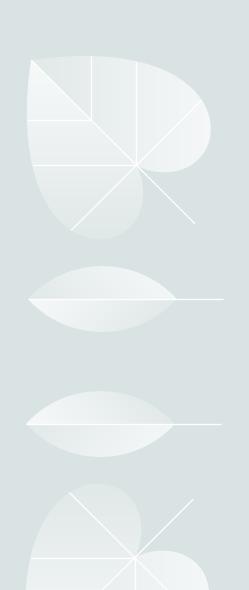Select your school or office
Academic Lab

Public Event *
Used to show/hide event in Public Events Calendar
◉ Yes ○ No

Event *
Please type name of the Event
Workshop

Event Description
Provide the description nd purposed of the event.
Set Description

Expected Head Count
Set Expected Head Count

Select if this event going to be Journal Square or North Hudson Campus *
_
Journal Square
North Hudson Campus

Do you need Lab Assistant to support during your class or entire event? *
• The lab assistants can help with all the technology that we have in our computer labs, such as ITV, Projectors, eGlass, TV carts and Webex board. • The lab assistant will be able to assist the students with any software, portal, printer, and Canvas. • The lab assistant can set up your class with the technology or stay in your class the entire time.
○ Yes ○ No

Guidelines for Faculty:
The lab assistants can help with all the technology in our computer labs, such as ITV, Projectors, eGlass, TV carts, and Webex boards.
The lab assistant can assist the students with any software, portal, printer, and Canvas.
The lab assistant can set up your class with the technology or stay in your class the entire time.
Any questions or suggestions?
Please email us at computerlabs@hccc.edu,
Or you can call us to 201-360-4356

Do you require WebEx Board or TV Cart?
WebEx Board is a mobile video conferencing cart in which you can share content and use a whiteboard to share with students. A TV Cart can have other modalities for video conferencing, not just WebEx, and doesn't have a whiteboard to share with students. It is used only for video conferencing.

Describe the ITS Assistance you need:

Enter ITS Services. For events with remote participation, remember to check the hybrid event box below.
Projector/TV
Laptop
Microphone
Speakers
Video Conference

Is this a Hybrid event with remote participation?
○ Yes ○ No

Do you need ITS to create the meeting link?
○ Yes ○ No

Meeting Link www...

WebEX or Zoom

Upload required presentation slides or video
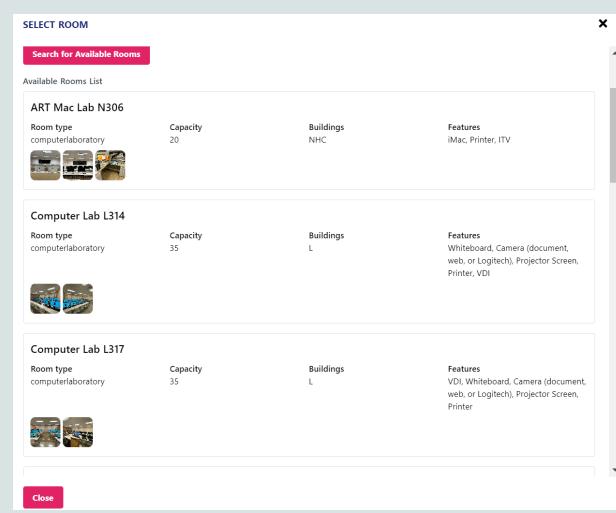📎 Add files

Continuing with the Meeting and Locations

UNDER MEETING & LOCATIONS, YOU NEED TO ADD THE TIME, DATE AND ROOM.

MEETINGS & LOCATIONS *

Start Date *

03/11/2024

Start Time *

02:00 PM

End Date *

03/11/2024

End Time *

04:00 PM

All Day

○ Yes ○ No

Room Layout

Select room layout

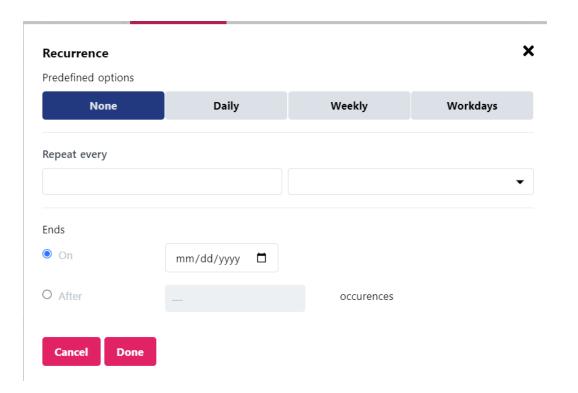**Room** *

Room not found   [Select Room]

Repeat

None

Select Room

After you add the time date you can click on select room.

You can see the available rooms on both campuses, included with pictures of the technology that we have in our labs.

Recurrence

THIS OPTION CAN HELP YOU TO RESERVE A ROOM FOR MORE THAN ONE DAY.

Recurrence

Predefined options

| None | Daily | Weekly | Workdays |

Repeat every

Ends

◉ On   mm/dd/yyyy

○ After   ___   occurences

Cancel   Done

Contact

In this part, you will need to add the contact person.

Please add your name, email, and phone and select **Send Email Notification.**

The final request will be Submit the bottom.

As soon as you **submit** the contact person will receive confirmation.

+ **Add Meeting**

CONTACTS *

Contact Details

Name

Diana Perez

Email

dperez@hccc.edu

Phone

2013604625

Address

Set Contact Address

Send Email Notifications

◉ Yes ○ No

🗑 **Delete Contact**

+ **Add Contact**

➤ **Submit**

*All fields with * are required fields*