EnCampus Portal Training Guide
Logging In

Users will log in to the EnCampus Portal with their MyNOVA user ID and password, so there’s no need to create or remember any new passwords. For easy access, you might want to bookmark the Portal in your Internet browser, but the link to the Portal can also be found on the Registrar’s Reservations web page.
Home

After logging in, you will be taken to the Portal Home Page which contains some general information as well as a table indicating the dates on which a user may begin to place requests during the specified date/time ranges.
Home

My Calendar

You can view a calendar of the self-service reservations you have made under your My Calendar section. By default your calendar will show a Schedule View (a view of all reservations during a window of time compiled into one 7 day view of a calendar), although it may be more helpful to look at one of the regular calendar views (Daily, Weekly, Monthly, or Yearly) by clicking the appropriate tab. You can also look at a list view of all your reservations by clicking the List View tab.

My Bookings

You can view all of your self-service reservations in table format under your My Bookings section. The first column will indicate the reference number associated with your reservation as well as a status indicator (either Approved or cancelled), and the other columns will reflect the details of your reservations.

You can cancel a reservation by simply clicking the cancel button in the right hand column of the My Bookings window. The status indicator will change to Cancelled, and the meeting date, time, and approved room information will be removed.
Booking Rooms

Reservation Channels

**SELF-SERVICE:** Allows authorized users to reserve rooms through the Self-Service feature of the Portal. No further approval is required, and reservation is finalized immediately.

Find a Room vs. Request a Specific Room

1) **FIND A ROOM:** This is used to find an available room when a specific room is not required.

   - If you want to specify a particular building, select that building from the **Location** drop down box.
   - If you want to specify types of room layouts, types of furniture, or a minimum room capacity, check the box that says **Use additional criteria**.

2) **BOOK A SPECIFIC ROOM:** This is used to book a specific room. You can search that room for different days and times to schedule your event, but you need to have a specific room in mind when using this section.

   - Select the building from the **Location** drop down box.
   - If you want to specify types of room layouts, types of furniture, or a minimum room capacity, check the box that says **Use additional criteria**.
   - Click on the specific room in the list that you would like to request. The line will be highlighted in blue when you have selected it.
Options to check availability

Request a Specific Date/Time

Use this option when you know the event day/time and the reservation is not recurring

1) Select a Date, Start Time and End Time of reservation (include any setup/teardown time needed).
2) Click Verify Availability button
3) Click the Book button next to the room you would like to reserve.

Find a Date

Use this option when your reservation date is flexible. This may be helpful if you really would like a specific room, or a specific type of room, and are flexible with the time or date

1) Select a Duration of reservation (include any setup/teardown time needed), and start and end time the Between boxes. Note: if your time is somewhat flexible then you can specify a start time and end time greater than your meeting.
2) Click Verify Calendar button.
3) Click a date on the calendar to see the list of available rooms on that date.
4) Click the Book button next to the room you would like to reserve.

Make a Recurring Request

Use this option when you need to book a recurring reservation

1) Select a beginning and ending date for the recurring reservation in the From/To boxes, Duration of reservation (include any setup/teardown time needed), and start and end time the Between boxes. Note: if your time is somewhat flexible then you can specify a start time and end time greater than your meeting.
2) Click Set Recurrence Options button.
3) Set the recurrence options desired and press the Verify Availability button.
4) Click the Book button next to the room you would like to reserve.
Options to check availability (Cont’d.)

After clicking on the **Book** button, the Booking Confirmation screen will summarize your reservation. Enter the following information on the Booking Confirmation screen before submitting:

1) **Optional Field:** Number of people attending – not necessary
2) **Required Field:** Event or Group Name
3) Press the **Confirm** button
Calendar Search

All Activities

This tool can be used to search for a specific course or event (by reservation or course name, building, time, etc.) or simply to show all activities in a given time frame. To see all reservations do not enter a search string.

Courses

This tool can be used to search for a specific course (by course number, building, time, etc.) or simply show all courses during a given time frame. Do not enter a search string if you want to see all courses. Note: The search string will only look for matches within the course number (i.e. ACS 1000) not the course title (i.e. Ancients). This search will not show any events.

Events

This tool can be used to search for a specific event (by reservation name, building, time, etc.) or simply to show all events during a given time frame. Do not enter a search string if you want see all events. This search will not show any courses.

Rooms

This tool allows you to view a list view or calendar view of all rooms, or only rooms that meet your search criteria. You can also click the Details link on the right to see the image of the room (coming soon) and details about capacity and seating arrangement.