EnCampus Portal Training Guide

Updated 6/6/13
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.

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**THINGS TO NOTE WHEN REQUESTING A RESERVATION**

- Allow at least 15 minutes before and after academic classes to permit for adequate transition time
- Reservation requests are processed during normal business hours (Monday to Friday, 9:00 - 5:00)
- Reservation requests are processed in the order in which they are received
- If the room requested is not available, the Office of the Registrar will attempt to reserve a suitable substitute
- Event reservations are subject to change due to adjustments in Academic Scheduling/Rooming

The following schedule indicates the dates reservation requests will begin to be accepted for each period within a semester

<table>
<thead>
<tr>
<th>Term</th>
<th>Date Range</th>
<th>Reservable Times</th>
<th>Date Reservations will begin to be accepted (after 12:00 noon)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer 2013</strong></td>
<td>05/20/13 - 08/21/13</td>
<td>All Day / Every Day</td>
<td>Faculty / Staff: 04/17/13</td>
</tr>
<tr>
<td><strong>Fall 2013</strong></td>
<td>08/26/13 - 12/12/13</td>
<td>Mon - Thur evenings after 9:15 pm Fridays after 1:30 pm Weekends</td>
<td>Faculty / Staff: 08/01/13</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mon - Thur evenings after 6:00 pm Fridays after 1:30 pm Weekends</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>All Day / Every Day</td>
<td>Faculty / Staff: 08/26/13</td>
</tr>
<tr>
<td><strong>Reading Day</strong></td>
<td>12/13</td>
<td>All Day</td>
<td>Faculty / Staff: 09/02/13</td>
</tr>
<tr>
<td><strong>Finals Week</strong></td>
<td>12/14 - 12/20/13</td>
<td>Mon - Fri evenings after 9:00 pm Saturdays after 7:00 pm Sundays all day</td>
<td>Faculty / Staff: 08/01/13</td>
</tr>
</tbody>
</table>
**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

<table>
<thead>
<tr>
<th>Request a Specific Date/Time</th>
<th>Find a Date</th>
<th>Make a Recurring Request</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Check a specific date and time" /></td>
<td><img src="image2" alt="Find a date" /></td>
<td><img src="image3" alt="Make a recurring request" /></td>
</tr>
</tbody>
</table>

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.

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.

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.