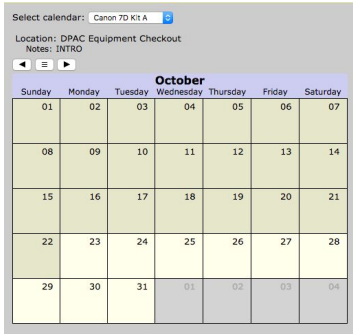


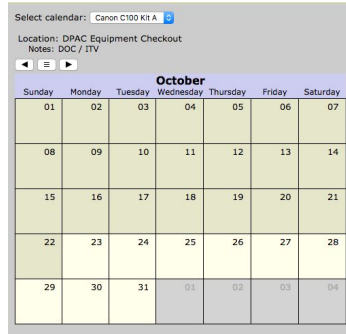
FTT CHECKOUT

How To Use The Online Reservation System

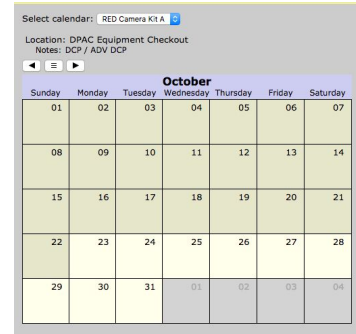
1. Login to: <https://aldb.nd.edu/reservations/>
 - a. You must be connected to the Campus Network.
 - b. If you are off-campus, connect through the Campus VPN: <https://vpnaccess.nd.edu/+CSCOE+/logon.html>
2. You will see a calendar like one of the three pictured below:



INTRO

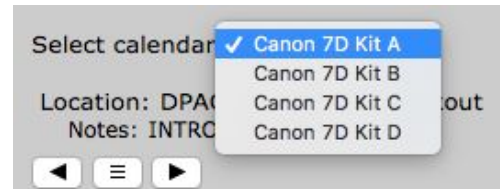


DOC / ITV

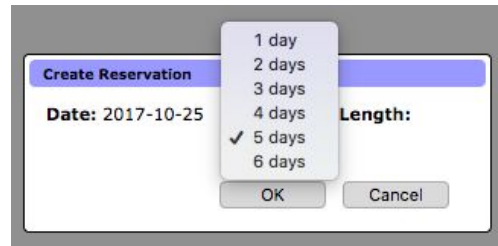


DCP / ADV DCP

3. The drop down menu at the top shows which cameras can be reserved. You can only reserve cameras authorized for your class. For example, Intro is below:



4. Click on the date you would like your reservation to begin. A “Create Reservation” dialogue box will appear. Set the Reservation Length using the drop down menu.



5. Your reservation will now appear on the calendar in the form of your NetID:

15	16	17	18	19	20	21
22	23	24	25 checkout	26 checkout	27 checkout	28 checkout
29 checkout	30	31	01	02	03	04

- To cancel your reservation, click on any of the dates you have reserved on the calendar. A “Delete Reservation” dialogue box will appear. Click “OK” to cancel the reservation.



- Only one reservation is allowed per camera per date. A reservation by a different student will be allowed starting on the day after the previous reservation ends. Unavailable dates are shown in red:

October						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25 checkout	26 checkout	27 checkout	28 checkout
29 checkout	30 mritte	31 mritte	01 mritte	02 mritte	03 mritte	04

- You must pick up your reservation no later than one hour before FTT Checkout is closing for the day. If you do not, you may lose your reservation. If there are extenuating circumstances inhibiting you from arriving on time, you must contact Checkout.
- If you have any questions about the online reservation system, please contact Checkout at: checkout@nd.edu or call 574-631-6570.