



# How to Reserve a Computer Station Online

## 1. Find **Lab Reservations** in MyNewSchool account

MyNewSchool Home | Student | Library | MyStuff | New School Alerts | eLearning

**Self Service/ALVIN**

**Personal Information**  
Update your addresses and your email address.

**Register for Classes**  
Degree Students: Click here to register.  
[View the Web Registration Instructions.](#)

**Update your Emergency Contact Information**

**Student Academic Information**  
Access your schedule, grades, transcripts and other academic information.

**Class Finder**  
Search by subject for a class or class location.

**Confirm and/or Update your Ethnicity and Race**  
Government reporting categories for race and ethnicity have changed; these changes apply to all students, employees and faculty. Please use this link to review, confirm or update your information.

**New School FAQ's**

- ▶ My Courses
- ▶ MyFiles
- ▶ WebSpace

**Forms**

- Graduate Petition (pdf)
- Online Health Insurance Wa
- Cross-Divisional Overtally F
- Application to Hold a Demo

**University Planning and R**

- Seminar Series Archives
- Institutional Research

**Academic Technology**

academic technology

- Check Print Credit
- Help & Access Directory
- Help Desk
- Public site [www.newschool.edu/at](http://www.newschool.edu/at)

**Deals**

- Computer and Software Deals
- Go to Apple Store
- Get Free Symantec Anti-virus Software:
  - Windows
  - Mac

**Equipment Reservations**  
Book Equipment for Pick-Up at The Equipment Center

**Lab Reservations**  
Reserve Stations & Suites @ 55 W 13th, 8th flr  
Register a Locker @ 55 W 13th, 8th & 9th floors

## 2. Accept User Guidelines and Policies

Guidelines and Policies

Read carefully for successful station and suite reservations.

Student Station and Suite Reservation Guidelines and Policies	
Hold	access is restricted, and a "hold" is placed on your university student account. A "hold" results in the withholding of grades, registration, diploma and transcript. Upon resolution, the hold will be lifted within two business days.
Special Access	<ul style="list-style-type: none"> <li>• Degree or credit-seeking students may petition for an exception to standard policies or procedures.</li> <li>• Fill out the <a href="#">Special Access Request form</a>.</li> <li>• Once you have completed the form and your instructor has approved, they will submit the form to the Equipment Center.</li> <li>• Allow 6 business days for follow up by email at which time you will be approved or denied your request.</li> </ul>

I confirm that I have read and understand the guidelines and policies noted above and I fully accept the terms and conditions outlined by Academic Technology.  
I understand that I may be subject to fees if I do not follow these policies.

Upon clicking "I Agree" you will be prompted to enter your NetID Username and NetID Password.

## 3. RESERVE computer station

**Reserve**

Start: 2/24/2010  All Day Event  
End: 2/24/2010  Recurrence

Resources:
 

- HD Camcorder 1 (EQC Pro)
- HD Camcorder 2 (EQC Pro)
- HD Camcorder 3 (EQC Pro)
- HD Camcorder 4 (EQC Pro)

**General**

NetID Username:

Phone Number:

First & Last Name:

Email Address: