Steps to accessing the Open Computer Lab’s Portal Calendar

Step 1.
Open your web browser

Step 2.
In the address bar, type www.semo.edu

Step 3.
Click on the Resources button in the top right to make the menu bar appear

Step 4.
Select the MySoutheast link

Step 5.
Enter your SE key and password, then click Sign in

Single sign-on for Southeast Portal and Moodle

Enter your SE Key and Password

Southeast will never request your personal login information via email.
Step 6.

In the top right corner, place your mouse over the Go To tab to open the drop down menu.

![Go To dropdown menu](image1)

Step 7.

Click the IT Open Labs option

Step 8.

You will be using the Calendar portlet to plan events and reservations. This calendar can be viewed in Summary, Day, Week, Month, Year, and Events. Summary will be the default view. Monthly will be more useful for schedule planning.

*Note: ensure that this is the IT calendar and not your personal calendar.*

Step 9.

Select the day you want to add a reservation to and click Add Event

![Add Event button](image2)
Step 10.

The following window will then display. The start date will be the date you had selected on the previous screen. Set the time beside it to when the reservation begins.

*Note: make sure that the start date is correct*

![Calendar with New Event](image_url)

Step 11.

Set the duration of the reservation.

*Note: the maximum duration for a reservation is two hours*

Step 12.

Enter the individual’s name or group name into the Title field.
Step 13.

Enter the following into the Description section:
A. The Phone number of the person making the reservation
B. Your name (lab assistant making the reservation)
C. Other relevant information

Step 14.

Enter the Location as one of the following:
A. Group Collaboration Room
B. Presentation Room
C. Video Editing Room
D. Smartboard Room
Step 15.

Set the **Type** to the most appropriate description of the event

Step 16.

Leave the **Permissions** field as is

*Note: you will not be using Categorization or the Related Assets option*

Step 17.

Use the **Repeat** section for reoccurring events

Step 18.

Use the **Reminders** section at your own discretion
Step 19.

Click the **Save** button after the form is fully completed and reviewed.

Step 20.

You will be redirected to the main page showing the calendar. At this point, check to see if your event was added.

*Note: Any day highlighted in blue, shown in the summary tab, contains an event. Use the month view to prevent overlap when planning reservations.*

*Note: If you need to edit or delete a reservation, these options can be found by clicking the Actions drop down menu.*

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**Key items to remember:**

- Use the IT Open Labs Calendar, not your personal one.
- Type the individual’s name or group name in the Title field.
- Ensure the date is correct.
- Ensure the time is correct. Be aware of the a.m. and p.m. drop down menu.
- Reservations are limited to a maximum of 2 hours at one time.
- In the notes section, enter your name (lab assistant making the reservation)
- If a reservation needs to be deleted, this option can be found under the Actions menu when the event or day is selected.
- The Actions drop down menu also allows you to edit events.

**If you are unable to edit or delete an event, contact your supervisor**