UniTime Room Scheduling Instructions

These scheduling instructions are for Help Sessions, Student Seminars and Thesis Defense ONLY

**If a room is needed for an exam, please email Prof. Phil Mummert**  pmummert@purdue.edu

Tips

MATH 731:
When reserving MATH 731 the Event Name must always state some kind of seminar (i.e. student seminar, adv. topic seminar, help seminar, etc.). Scheduling and space management will reject events not labeled seminar.

Weekends:
Only MATH and LILY are open on the weekends. For all MATH rooms you must also add in the “additional comment block”: HAS KEY ACCESS AND ACCEPTS RESPONSIBILITY. **Don’t forget to obtain a key from Kelly Beranger/MATH 842 by 5pm on the Friday prior to the weekend reservation and return it to her immediately on the Monday after the weekend reservation**

Thesis Defense:
If reserving for “Thesis Defense Seminar” please send a copy of your room request in the “additional email” box to Shannon Cassady in the Grad Office: scassady@purdue.edu

Rooms Not in UniTime

Additional rooms in MATH/ and person to contact to reserve these rooms:

- 3rd Floor Library Lounge/Kelly Beranger: beranger@purdue.edu
- MATH 407 and MATH 431/Betty Gick: gickb@purdue.edu
- MATH 817/ Kristi Stroud: kstroud@purdue.edu

***** Please note: In the event someone is not available to assist with one of the above mentioned rooms, you may contact the other staff listed or contact the main office @ 49(4-1901)*****

Website

UniTime log in website: https://roomschedule.mypurdue.purdue.edu/Timetabling/login.jsp
Use your career account login & password. Step by Step instructions are on the next page

The following page has step-by-step instructions. If you would like tutorial instructions or have any questions regarding this process, please feel free to stop by MATH 835 or call me at 49(4-1901). Thank you and good luck!!

Terri Kepner

tkepner@purdue.edu
Step By Step UniTime Instructions

Once you have accessed
https://roomschedule.mypurdue.purdue.edu/Timetabling/login.jsp

- You will log in with your career account twice
- Univ. Timetabling Application screen: click on “Add Event”
- Add Event screen: fill in the Event Name. (i.e MA XXXX Help Session, etc.) Make sure your email address is noted. Add it in if it is not there already. If you want additional email recipients, type full addresses in the block. If multiple names, type one email per line please.
- Click on “Add Meetings”
- Next screen choose your date(s) and time(s) of your session(s). Close the “Event” box within Locations. Type MATH or REC or the acronym for the building you prefer. You can also use the drop down menu in Locations for campus wide choices and if you need computer projection, etc.
- Click “Next”
- Left click to highlight/choose an open block of your choice. If all blocks are booked, go to previous screen to try another building or time, etc.
- When you do choose/highlight a classroom, click “Select”. This will take you back to the Add Event screen to verify your entries. If everything looks good BE SURE TO CLICK “CREATE EVENT”. Otherwise, your room request will not be submitted.
- The final screen should show your room request “pending”. You will receive 2 emails. The first one verifies that you have created the room request. Shortly after or within the same day, you should receive an approved email on your request. If you fail to follow the Tips on the front page your request may be rejected or a query may be sent to you instead of a confirmation.
- Job well done!!! A couple of reminders: PLEASE read the Tips carefully on the first page. If you have any questions whatsoever, feel free to contact Terri Kepner (tkepner@purdue.edu).