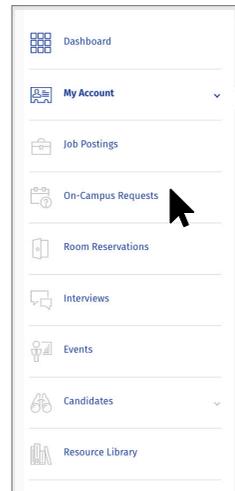


Submit a Room Reservation & Pay via Credit Card

1

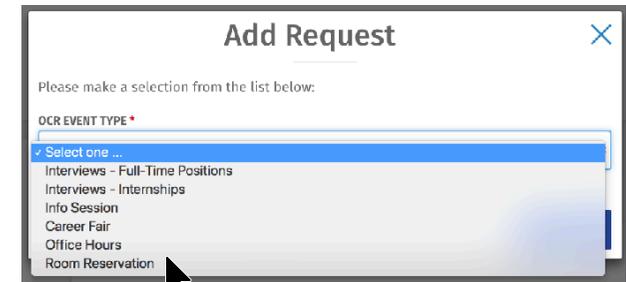
From your Dashboard, select **On-Campus Requests** then select Add Request

Add Request +



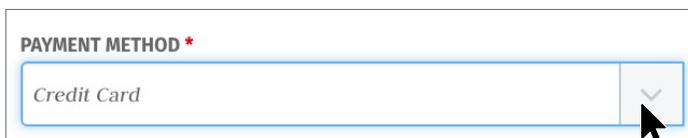
2

Choose **Room Reservation**



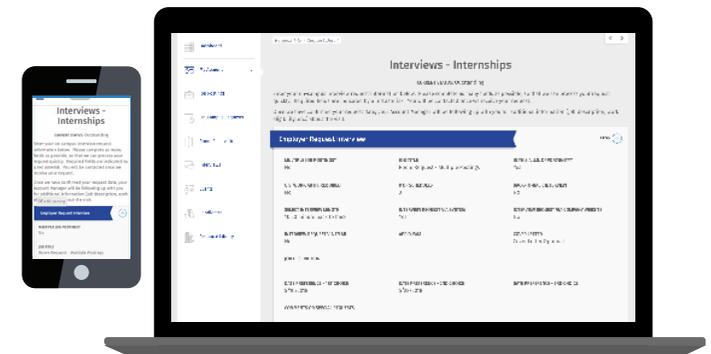
3

Enter event details and **select payment method**: Check, Purchase Order, Cash, or Credit Card for the convenience to pay immediately



4

Submit to save and manage requests



 It's that easy!