

Class Reservation Form Instructions

1. Enter your e-mail address and click on Go



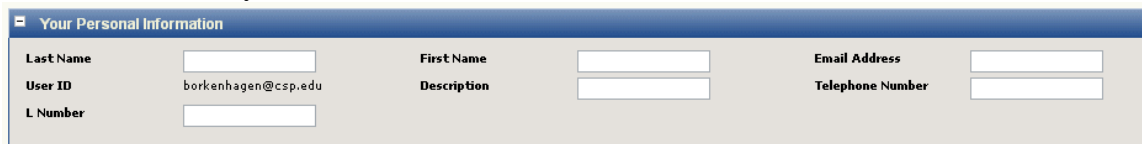
The screenshot shows the 'FootPrints Login' page. It has a blue header with the text 'FootPrints Login'. Below the header, it says 'You must enter your User ID so that we know who you are.' There is a text input field labeled 'User ID' containing the email address 'borkenhagen@csp.edu'. Below the input field is a green arrow icon followed by the text 'GO'.

2. Close the message indicating you must enter your e-mail address

3. Click on Submit Request

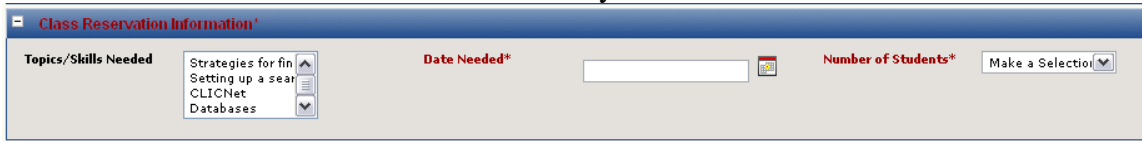


4. Enter the personal information necessary for us to know who your are and how to contact you – Be sure to include your name and e-mail address



The screenshot shows the 'Your Personal Information' form. It has a blue header with a minus sign icon and the text 'Your Personal Information'. The form contains several input fields: Last Name, First Name, Email Address, User ID (pre-filled with 'borkenhagen@csp.edu'), Description, L Number, and Telephone Number.

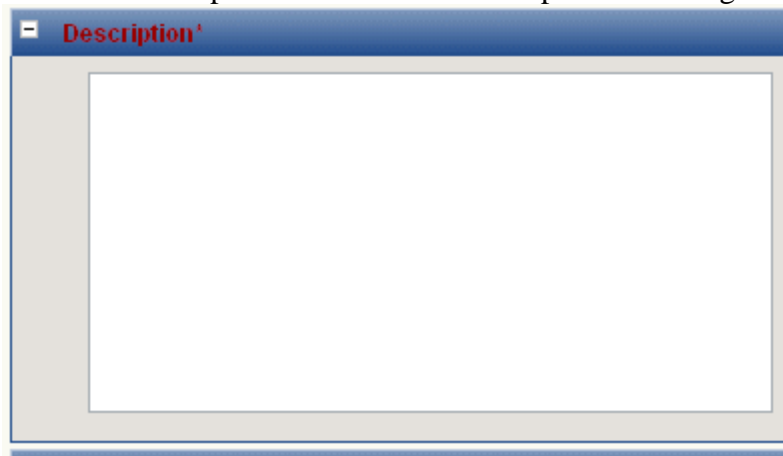
5. Enter information about the class for which you need a librarian



The screenshot shows the 'Class Reservation Information' form. It has a blue header with a minus sign icon and the text 'Class Reservation Information'. The form contains several input fields: Topics/Skills Needed (a dropdown menu with options like 'Strategies for fin', 'Setting up a sear', 'CLICNet', and 'Databases'), Date Needed* (a date picker), and Number of Students* (a dropdown menu with the option 'Make a Selection').

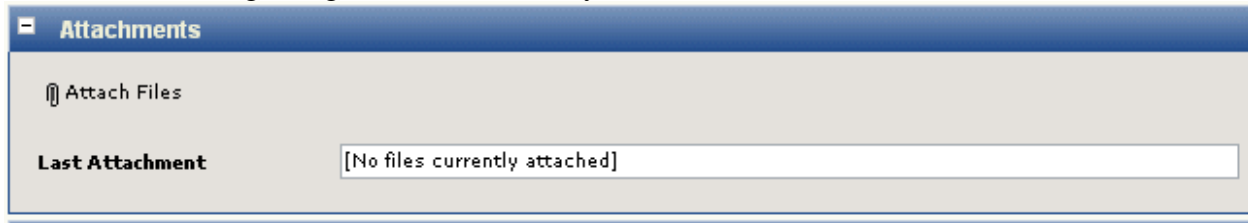
- Topics/Skills – you may choose multiple subjects
- Date Needed – indicate your 1st, 2nd, and 3rd choices
- Number of Students in class

6. Enter a description of the class needs – particular assignment, class level, specific databases, etc.



The screenshot shows the 'Description' form. It has a blue header with a minus sign icon and the text 'Description'. The form contains a large text input area for entering the description of the class needs.

7. Attach files – E.g. assignment document, syllabus, etc.



The screenshot shows a software interface with a blue header bar labeled "Attachments". Below the header, there is a light gray area containing the text "Attach Files" with a small icon to its left. At the bottom of this area, the text "Last Attachment" is displayed on the left, and a white rectangular box on the right contains the text "[No files currently attached]".

8. Click on the Save button

