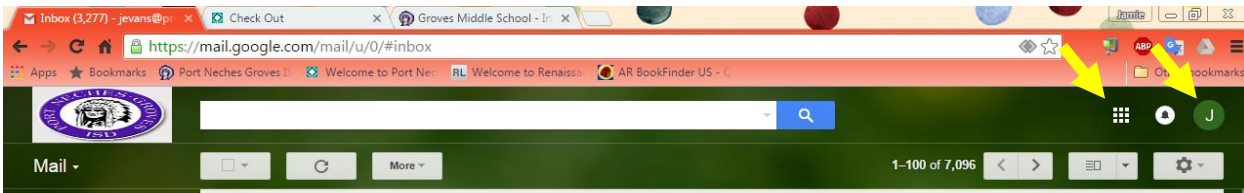


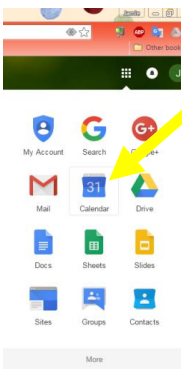
Directions for reserving a day in the computer lab

Log in to your email

Click the Rubik's cube.

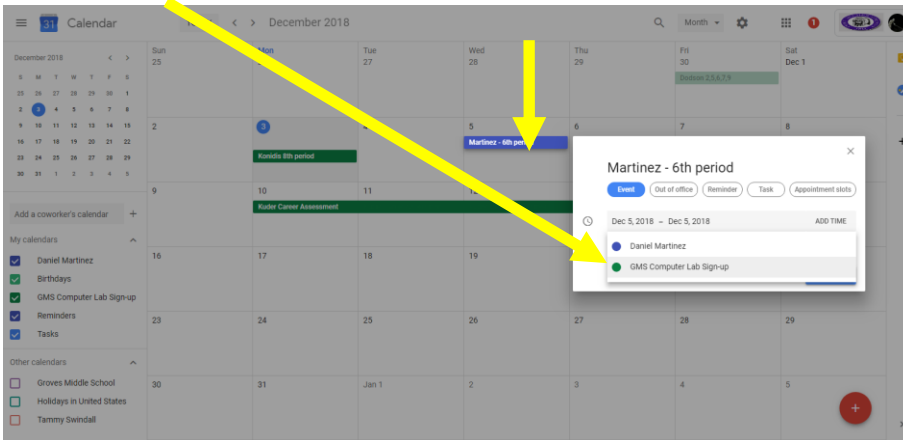


Choose calendar

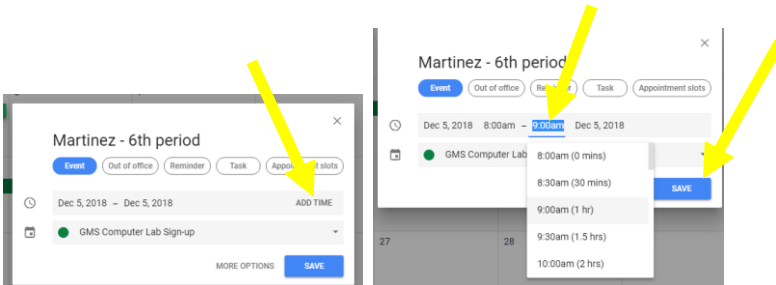


Click on the day you want to reserve the lab

Enter your information (name and the periods you will be in there), choose the GMS computer lab sign up calendar.



click Add Time.



Then change the times to 8am through 4 pm to reserve the complete day or put whatever hours you will be in there. For some reason, all day does not block out all day... go figure. Click save.

It will go back to your calendar

On the left side, Click **GMS computer lab sign-up calendar** to make sure it is there. You are done!

