

Requesting Additional Resources for a Course

The following instructions should be used by a TF, TA, or Faculty Assistant when requesting resources for an academic course that has been assigned by the Registrar's Office.

1. Log In to the [Events Reservation System](http://reservations.gse.harvard.edu) located at <http://reservations.gse.harvard.edu>.
2. Click the drop-down arrow in the box next to "Welcome" in the top right corner of the screen.
3. Select "Service Only Request."
4. Hover over the "Reservations" link within the top crimson toolbar and Select "View My Requests."
5. In the "Event Name" field, type the course number e.g. A123. Select "Quick Search."
6. Select the class you would like to add resources to by clicking on the blue hyperlink under the "Name" column
7. Click on the green and white + sign next to the date to which you would like to add resources.
 - a. If you would like to add the same resources to multiple dates, select the first date to which the resources should be added. You will have an opportunity later to assign additional dates to the request.
8. Under the "Available Services" section on the left side of the screen, select the type of resources you would like
 - a. Event Description – Add additional information about the class
 - b. IT Media Services – Audio Visual equipment and consultation
 - c. Catering Food & Beverage – Catering orders
9. Select the items you would like and Click "Save" at the bottom of the screen.
 - a. You can select any additional booking dates you would like to add the same resource to by selecting the checkbox next to each date.
 - b. To select all dates within the booking, select the checkbox next to "Date" at the top left of the "Additional Bookings" grid.
10. Click "Save." Your resource request will be submitted. The respective departments will follow up with you should your request not be automatically approved.

To Add or Change Media to a class that already has Media requested:

1. Log In to the [Events Reservation System](http://reservations.gse.harvard.edu) located at <http://reservations.gse.harvard.edu>.
2. Go to Reservations in the crimson task bar → View My Requests.
3. Go into the reservation to which you want to add additional IT resources.
4. You will see a list of bookings attached to the reservation. Under Services, click the green plus sign next to IT Media Services.
5. You will see what you've already requested under the "Existing Services" tab. Under the tab there is a gray bar called "IT Media Services." Next to the name, you'll see another green plus sign and a red x. Click the green plus next to "IT Media Services" to add more AV requests.

Troubleshooting:

If you have not used the events reservation system at HGSE in the past you will need to:

- Log in once to the events reservation website at <http://reservations.gse.harvard.edu> to establish your account using your HGSE network account username and password (this is the 3 letters and 3/4 numbers that is used to login the Gutman computers)
- After 24 hours your ability to add Media Requests will automatically be in your account

For all other issues please contact the IT Service Center at 617-496-0628 or
IT_OneStop@gse.harvard.edu