MPL Equipment Scheduling

USE THIS TERMINAL FOR ACCESS
- or -
https://www.engr.ucsb.edu/~mplweb/phpScheduleIt/Web/

TIP: You dont need to login to check equipment availability.
Just hit the "VIEW SCHEDULE" link on the login page.

NEW & IMPROVED! NOTE NEW URL!

THIS SYSTEM IS FOR APPROVED
PROCESSING LAB PERSONNEL ONLY

TO CREATE A LOGIN:

1) If you are not an approved lab member, you must first complete the *MPL Policies* and MPL *User Agreement* forms.   See Dev. Engineer for details.

2) Go to the *MPL Equipment Scheduling* login page, and select: CREATE AN ACCOUNT. Fill out information and submit. At this point you should be able to login, but will have no instrument permissions.

3) Email the Dev Engineer at: stave@engineering.ucsb.edu with instrument(s) for which you want reservation permissions.   Of course, first you must have completed training and approval for each instrument.

TO CREATE A RESERVATION:

Once you are approved for an instrument: login, and from the pull-down menus, select: SCHEDULE > BOOKINGS. This will show the current week's calendar. Find your desired instrument, navigate to a desired <u>future</u> start time and select the intersecting cell. A pop-up window will allow you to complete your reservation.