

How to Schedule Times

1. Enter "Staff Resources" website.
2. Select an area, lab, or room to schedule.
3. Select "Admin Login" to add a time.
4. Enter "cesteacher" as Userid and "a" as the Password.
5. Enter "add" on the day you wish to schedule.
6. Fill in your name, time, and select "Save"
7. Repeat steps 5 & 6 if you want to schedule more time. (Ex. All Day)
8. If you need to "Remove" a scheduled time e-mail Tracy Parrish.

Chattahoochee Staff

Lab Schedules

Lab A

04/22/12 - 04/28/12

Tue 4/24 [add]	Wed 4/25 [add]	Thu 4/26 [add]

Copy from

Folder

- Lab A


Event title

- Ambekar

When [View recurring]

- 04/27/12 7:00am Thru 7:30am

Description



Venue/Resource

▶ More Details
▶ Contact info

