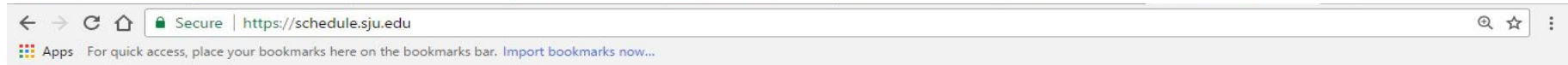

EnCampus Portal Training Guiding

Links to the EnCampus Portal can be found in a number of places – be sure to bookmark the link for easy access!
<https://schedule.sju.edu>



▼ [Home](#)

Portal - Home

WELCOME

Infosilem EnCampus Portal promotes the efficiency of self-service by bringing booking requests, master calendaring, and real-time schedules to the Web. With EnCampus Portal, you can publish all on-campus academic and non-academic events for public viewing. Your campus-wide schedule becomes an integral part of your on-line community.

Home Page

Logging in

Users will log in to the [EnCampus Portal](#) with their SJU username and password.



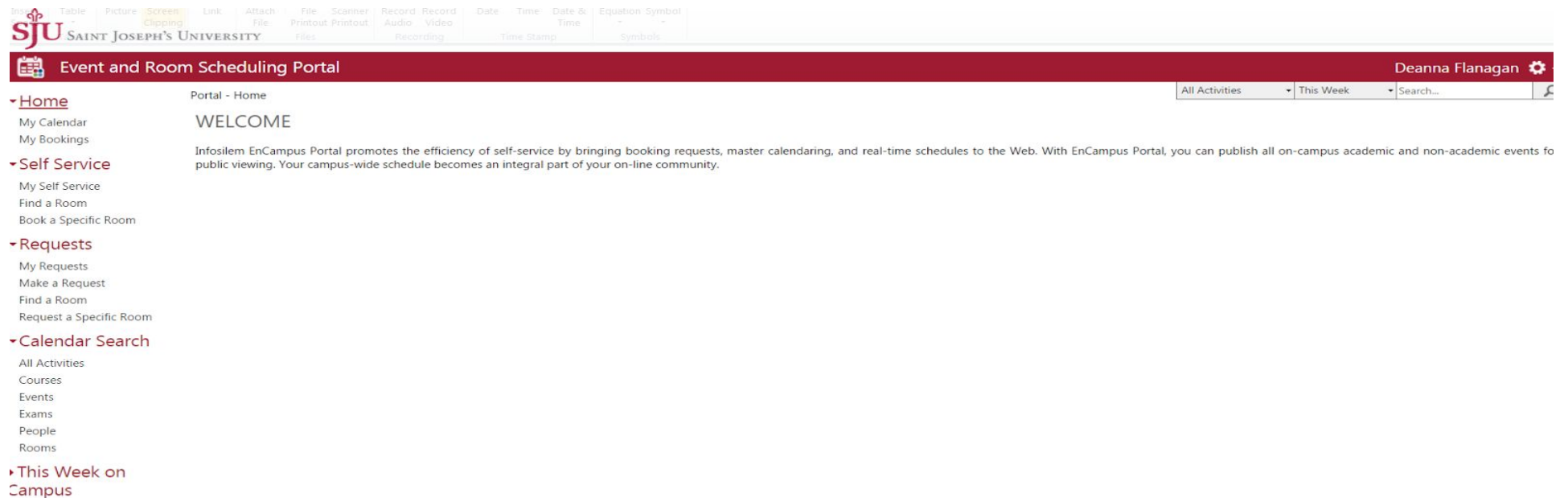
Event and Room Scheduling Portal

Log in



Home Page

After logging in, you will be taken to the Portal Home Page which contains some general information as well as a table indicating the dates on which a user may begin to place requests during the specified date/time ranges.



The screenshot shows the EnCampus Portal Home Page. At the top, there is a navigation bar with the SJU logo and the text "Event and Room Scheduling Portal". On the right side of the navigation bar, the user's name "Deanna Flanagan" is displayed next to a gear icon. Below the navigation bar, there is a search bar with the text "All Activities", "This Week", and "Search...". The main content area is titled "Portal - Home" and "WELCOME". Below the welcome message, there is a paragraph of text: "Infosilem EnCampus Portal promotes the efficiency of self-service by bringing booking requests, master calendaring, and real-time schedules to the Web. With EnCampus Portal, you can publish all on-campus academic and non-academic events for public viewing. Your campus-wide schedule becomes an integral part of your on-line community." On the left side of the page, there is a sidebar with a menu of options: "Home", "Self Service", "Requests", "Calendar Search", and "This Week on Campus". Each option has a sub-menu of related items.

- Home
 - My Calendar
 - My Bookings
- Self Service
 - My Self Service
 - Find a Room
 - Book a Specific Room
- Requests
 - My Requests
 - Make a Request
 - Find a Room
 - Request a Specific Room
- Calendar Search
 - All Activities
 - Courses
 - Events
 - Exams
 - People
 - Rooms
- This Week on Campus

Things to Note When Requesting Academic Space

- Reservation requests are processed during normal business hours (Monday through Friday, 9am-5pm)
- Reservation requests are processed within the order they are received
- If the room you are seeking is not available, the Office of the Registrar will attempt to reserve a classroom/lab specific to your needs.
- You will receive an email from the Office of the Registrar if your request is cancelled or updated.
- The Registrar’s Office can process Spring/Fall free-period reservations at anytime throughout the Academic Year. All other reservations will be processed **AFTER** the Add/Drop period for that particular Semester.

The following schedule indicates the date’s reservation requests will be begin to be accepted for each period within a semester:


Term	Date Range	Reservable Times	Date Reservations will begin to be processed
<i>Summer 2017</i>	May 8, 2017 to August 26, 2017	Every Day 7am-12am	May 30, 2017
<i>Fall 2017</i>	August 28, 2017 to December 11,2017	Every Day 7am-12am Reading Day 12/12/17 7am-12am <i>Reservations are not permitted During Final Exam Week</i>	September 05, 2017

Things to note when requesting Non-Academic Space

- Reservation requests are processed during normal business hours.
- Reservation requests are processed in the order in which they are received
- If the room you are seeking is not available, the Special Events Office will attempt to reserve a room to your specifications and needs.
- Please supply as much information as possible, i.e. room set up, catering needs, technical needs, number of attendees in the “Other Information” section of the request page.
the request template to better facilitate your request and room search.
- For space request in Athletics Facilities, Campus Recreation, Bluett Theatre and Chapel please contact those departments directly.

Make a Request

MAKE A REQUEST: Allows users to select the location and time preference without specifying a specific room . The scheduler will allocate the room pertaining to your preferences as available.

Portal - Home > Make a Request All Activities | This Week | Search... 


MAKE A REQUEST

Request Criteria

Request Type:

Location: Use additional criteria

Time Information

Date: 

Start Time:

Duration:

Recurring Reservation

- Home
 - My Calendar
 - My Bookings
- Self Service
 - My Self Service
 - Find a Room
 - Book a Specific Room
- Requests
 - My Requests
 - [Make a Request](#)
 - Find a Room
 - Request a Specific Room
- Calendar Search
 - All Activities
 - Courses
 - Events
 - Rooms
- This Week on Campus
 - Infosilem Training
 - Finance Courses

Find a Room

FIND A ROOM: This is used to find an available room when a specific room is not required

- If you want to specify a particular building, select that building from the **Location** drop down box.
- If you want to specify types of room layouts, types of furniture, or a minimum room capacity, check the box that says **Use additional criteria**.

Portal - Home > Find a Room All Activities This Week Search...

FIND A ROOM

Request Criteria

Request Type: General Classrooms

Location: +M - Main

Use additional criteria

Availability

Duration:
00:15

Between:
2:00 PM and 2:15 PM

Recurring Reservation

[Verify Calendar](#)

Home
My Calendar
My Bookings

Self Service

Requests
My Requests
Make a Request
[Find a Room](#)
Request a Specific Room

Calendar Search
All Activities
Courses
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Request a Specific Room

REQUEST A SPECIFIC ROOM: This is used to request a specific room. You can search that room for different days and times to schedule your event, but you need to have a specific room in mind when using this section

- Select the “ Meeting and Event Space” room the Request Type drop down box
- Select the building from the **Location** drop down box
- If you want to specify types of room layouts, types of furniture, or a minimum room capacity, check the box that says **Use additional criteria**.
- Click on the specific room in the list that you would like to request. The line will be highlighted in blue when you have selected it.

Portal - Home > Request a Specific Room

REQUEST A SPECIFIC ROOM

Request Criteria

Request Type: Meeting and Event Space

Location: -M - Main Use additional criteria

Rooms: Meeting and Event Space

Click on a row to select a room

Campus	Building	Room	Description	Room Type	Detail	Calendar
M	CA	1CR	CAMPION 1ST FL CONF ROOM	CLAS	Detail	
M	CA	200B	President's Lounge	MEET	Detail	
M	CA	200C	North Lounge	MEET	Detail	
M	CA	200D	Sun Room 1	MEET	Detail	
M	CA	200E	Sun Room 2	MEET	Detail	
M	CA	250		FOYR	Detail	
M	CA	261	Doyle Banquet Hall North	MEET	Detail	
M	CA	262	Doyle Banquet Hall South	MEET	Detail	

Checking availability

Select a Duration of reservation (include any setup/teardown time needed), and start and end time the Between boxes.

1. Click **Verify Calendar** button
2. Click a date on the calendar to view availability.
3. If available, the start time can be seen and please click on “ Request”.

Portal - Home > Request a Specific Room

REQUEST A SPECIFIC ROOM

Request Criteria

Request Type: Meeting and Event Space

Location: M - Main

Use additional criteria

Rooms: Meeting and Event Space

Availability: M CA 1CR

Duration: 02:00

Between: 8:00 AM and 10:00 AM

Recurring Reservation

Verify Calendar

Availability Calendar: M CA 1CR

Click on a date to view availability

June 2017					July 2017					August 2017										
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3							1							
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
							30	31												

11:49 AM
6/15/2017

Request Confirmation:

Once you submit request button, you will be asked to fill the following questions:

- a. Number of people attending, additional time requirements, additional room requirements, event details.
- b. Press the Submit Button
- c. Request for the specific room will be sent to Special Events Office.
- d. Once approved, the mail will be received by the requestor from the Special Events Office.

Apps For quick access, place your bookmarks here on the bookmarks bar. [Import bookmarks now...](#)

Portal - Home > Request a Specific Room > Request Confirmation

All Activities | This Week | Search...

REQUEST CONFIRMATION

Request Information

Request Type: Meeting and Event Space

Number of Attendees:

Time Information

Date: 2017/06/23 **Start Time:** 8:00 AM **End Time:** 10:00 AM **Duration:** 02:00

Please enter additional time requirements here:

Location Information

Campus: M **Building:** CA **Room:** 1CR (Details) **Room Type:** CLAS

Please enter additional room requirements here:

Other Information

Event Details

(10000 character(s) left.)

What are the room setup requirements- tables, chairs, etc.

(10000 character(s) left.)

Submit Your request will be submitted to: Special Events

Make a Recurring Request

Make a Recurring Request

1. Select a beginning and ending date for the recurring reservation in the **From/To** boxes, **Duration** of reservation (include any setup/teardown time needed), and start and end time the **Between** boxes.
2. Click **Set Recurrence Options** button.
3. Set the recurrence options desired and press the **Verify Availability** button.
4. Click **on a row to select a room**
5. Once you click on the row you will be prompted to fill out more information
 - a. **Number of people attending, additional time requirements, additional room requirements**
 - b. Press the **Submit** button

Tip: If you select a date that already has a reservation in the room you want but you need to schedule this room for more than one date, the following tip will help you proceed with your future bookings:

You will need to check the calendar to verify availability of the room and date desired. You will need to note your conflicting dates. Once you have noted all conflicting dates, you will be able to select "ignore" for those specific dates.

SELF Service

SELF-SERVICE is currently only available for Library Study Rooms - Allows authorized users to reserve rooms through the Self-Service feature of the Portal. No further approval is required, and reservation is finalized immediately.

Find a Room vs. Book a Specific Room

Portal - Home > Find a Room

FIND A ROOM

Booking Criteria

Booking Type: Study Room

Location: •M - Main

Availability

Duration: 00:15

Between: 10:15 AM and 10:30 AM

Verify Calendar

Availability Calendar

1. To book any study room in the Library use **“Find a Room”**
2. Select 02:00 or less in the **Duration** field (rooms are bookable up to 2 hours)
3. Select the start time for your reservation (enter widest acceptable start/end range to see all available rooms)
4. Choose **“Verify Calendar”**
5. Choose a date within the next 2-week period
6. Select an available room from the list
7. Choose **“Proceed”** at the message prompt
8. Choose **“Confirm”** at the next screen to finalize your reservation
9. You will receive an email confirmation from infosilem@sju.edu

You can forward this confirmation to other members of your group to let them know the date/time and location of your study meeting.

Please note, to cancel your reservation you must to to **“My Bookings”** under the Home menu.

You may make up to three Study Room reservations per week. Please cancel your booking prior to the start time if your group cannot attend. Library staff cannot modify or cancel a reservation on your behalf.

Click on a date to view availability

June 2017							July 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					

Unavailable Available Today

Calendar Search

All Activities

This tool can be used to search for a specific course or event (by reservation or course name, building, time, etc.) or simply to show all activities in a given time frame.

Courses

This tool can be used to search for a specific course (by course number, building, time, etc.) or simply show all courses during a given time frame. Do not enter a search string if you want to see all courses.

Events

This tool can be used to search for a specific event (by reservation name, building, time, etc.) or simply to show all events during a given time frame.

Rooms

This tool allows you to view a list view or calendar view of all rooms, or only rooms that meet your search criteria. You can also click the Details link on the right to see the image of the room (*coming soon*) and details about capacity and seating arrangement.

Please email Schedule@SJU.edu for any questions and concerns.