

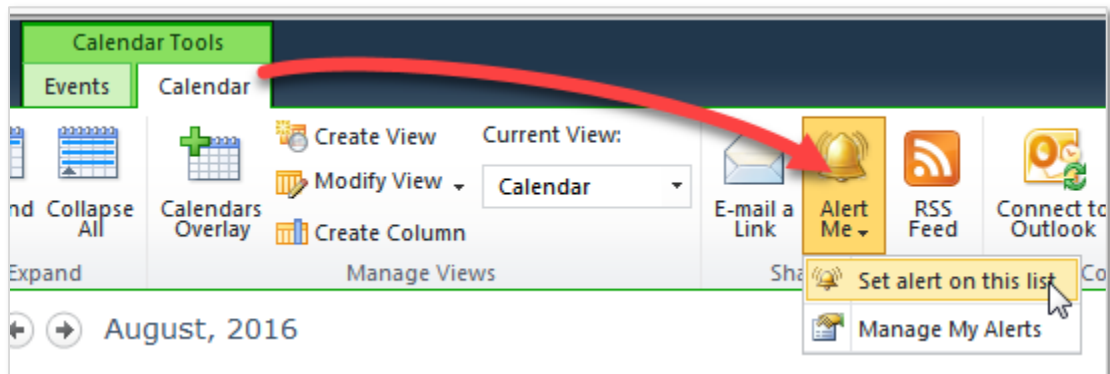
Managing Sennott Square Team Room Requests

Team rooms 1, 2, 3, 4, and 6 on the second floor of Sennott Square are available for reservation by current CBA Students. You will receive an email alerting you to the fact that a reservation request needs an approval.

Setting Up Alerts

Approvers must initially set up alerts **on each of the team room calendars**. This step must only be completed once per calendar.

1. Go to cba.pitt.edu/teamrooms
2. Enter your **Pitt ID** and **password** at the prompt
3. Choose the team room you'd like to set an alert for
4. Click the **Calendar** tab at the top



5. Click **Alert Me > Set alert on this list**
6. Click **Save**
7. Complete alerts for the other team room calendars

Managing Requests

When a student enters a request, that student and everyone with an alert set on the list receives a notification via email.

When a student enters a request, it is not visible to other students on the calendar until it is approved. CBA administrators must take care to approve the first request, chronologically, as there could be multiple requests for each time slot.

The Student Org Room 2501 (Team Room 5) is available for reservation by student organizations only. It is the CBA administrator's responsibility to verify these requests.

To view, approve, or deny a request:

1. In the request email, click **View <Request Title>**

[Team Room Reservations](#)

Request has been added

[Modify my alert settings](#) | [View Request](#) | [View Team Room 3](#) | [Mobile View](#)

Title:	Request
Approval Status:	Pending
Location:	
Start Time:	8/26/2016 1:00 PM
End Time:	8/26/2016 2:00 PM

2. **Log in** to INet, if required
3. Click **Approve/Reject**
4. Select **Approved** or **Rejected**. You can leave the status as **Pending** if you need to
5. Enter a **Comment** if rejecting the request. The student will receive this response
6. Click **OK**

After the request is approved or rejected, the student will receive a notification via email.