Kiosk

Starting a Reservation
You must login and Start your Session

Please use the QR Code below with your smart phone to login to the Kiosk

The Kiosk is also available through a shortcut located on the upper right-hand side of the computer desktop

Login with LEVEL 1 UM Credentials and DUO Authentication. Once logged in, your reservation will be displayed in the middle of the screen. Select Start and then select LOG OUT & Use Equipment from the menu.

Extending a Reservation
You may also log in to increase the time of your reservation. To the right of the ‘Finish’ button, you can click on the blue triangle button to see the option to ‘Extend’.

Finishing a Reservation
You must login and Finish your Session

Use the QR code above or the desktop shortcut to login to the Kiosk to Finish your session

Login with LEVEL 1 UM Credentials and DUO Authentication. Once logged in, your reservation will be displayed in the middle of the screen. Select Finish and then LOGOUT

(Turnover to see Walkup Session Directions)
Starting a Walkup Session

(Use ONLY when you did not reserve the system in advance)

Please use the QR Code below with your smart phone to login to the Kiosk.

The Kiosk is also available through a shortcut located on the upper right-hand side of the computer desktop.

1. Login with LEVEL 1 UM Credentials and DUO Authentication.
2. Click on the START WALKUP SESSION Button in the upper left-hand side of the screen.
3. Clicking on button will display Equipment Location:
   a. MSRB2
   b. BSRB
   c. NCRC

   Simple click each location name to bring up the instrument list.
4. A green check mark indicates that equipment is available for a walkup session (a yellow dash indicates the equipment is in use).
5. Click on the equipment name and the center of view shows today's calendar.
6. CLICK on the GREEN CREATE SESSION Button (Do not try to drag an appointment)
7. A new window will appear where you select how long you want to reserve the equipment.
8. CLICK on the GREEN CREATE SESSION Button.

Extending a Walkup Session

You may also log in to increase the time of your reservation. To the right of the ‘Finish’ button, you can click on the blue triangle button to see the option to ‘Extend’.

Finishing a Walkup Session

Use the QR code above or the desktop shortcut to login to the Kiosk to Finish your session.

Login with LEVEL 1 UM Credentials and DUO Authentication. Once logged in, your reservation will be displayed in the middle of the screen. Select Finish and then LOGOUT.