

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
login to the Kiosk

below with your smart phone to

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