

**Instructions**

The CMS Training Rooms are owned and operated by the CMS Project Office for the purpose of training San José State campus users on PeopleSoft and its related subsystems. The rooms are in use a high percentage of the normal workweek (Monday-Friday, 8am - 5pm).

To request use of the rooms during normal business hours, complete Sections 1 and 4 of this form and email it to cmshelp@sjsu.edu. Once the completed form is received, the CMS Help Desk staff will confirm the room reservation (within 2 business days) and then forward the form to the Administrative Systems group for technical follow-up.

The Administrative Systems staff will contact the primary contact person with the login information and will also work with them on software installation if applicable.

<b>Section 1: Requester Information</b>		
Department Name/Group Name:		
Lab Requested:	CL 503 (8 workstations)	CL 505 (16 workstations)
Date(s) Requested:		
Time Requested: (Include enough time for setup, shutdown, and cleanup.)	From:	To:
<i>Primary Contact: This person is responsible for the conditions outlined in this form, and should be the same person who electronically signs and submits the form.</i>		
Primary Contact Name:		
Email:	Phone:	
<i>Secondary Contact: Please provide a secondary contact in case the primary contact is not available.</i>		
Secondary Contact Name:		
Email:	Phone:	
<i>Technical Contact: A single point of contact must be provided who will be the recipient of userids/passwords. A technical person is preferred (if available). The userids/passwords must not be given out by the contact for any reason. Only that person should be using them to log into the machines.</i>		
Technical Contact Name:		
Email:	Phone:	

**Section 2: Conditions for Computer Usage**

*During the normal work week (Monday-Friday 8am-5pm) the Administrative Systems group supports the CMS Training Rooms. The rooms are not available outside of normal business hours.*

*An ordinary userid/password for each workstation will be given to the person coordinating the use of the lab. Ordinary userids/passwords (as distinguished from Power Users) on Windows XP means the user cannot install software or alter system settings. Prior to use, the intended application must be tested to ensure that the user will be able to perform the expected tasks in the class being offered.*

*The PC's are Pentium class machines running Windows XP. If software needs to be installed, the media and proof of legal licensing must be presented in order for your request to be processed. Software that conflicts with PeopleSoft applications, the Windows XP operating system, Computer Associates/eTrust Anti-virus Protection, Microsoft Office, or Internet Explorer will not be installed.*

*At least 1 day prior to the class, a walkthrough must occur to ensure that there are no PC configuration problems that will disrupt the training.*

**Section 3: Facility Clean-up Requirements**

*The coordinator of the event should limit food and drink consumption in the lab and protect the desks and equipment against spillage and food debris. The room should be left in its original condition. Use the following checklist during clean-up. Failure to clean the facility may result in your group being denied usage in the future.*

All trash in trash receptacles	Overhead projector turned off
All desktops cleaned	Laptop turned off
All keyboard trays cleaned	All computers shut down and turned off
Whiteboard cleaned	All chairs pushed in
Fan(s) turned off	Printed documents removed from printer
Blinds closed	Lights turned off

**Section 4: Authorization**

*I understand that by using the lab I accept liability for the cost of repairs for any damage to the workstations or furniture in the lab caused by me or my invited participants. By affixing my electronic signature below, I certify that I have read and agree to the conditions stated in sections 1, 2, and 3.*

eSignature (Type your first and last name):	Date:
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Reserved as requested?	Yes	No
Software to be installed?	Yes	No
Date forwarded to Admin Systems:		

Login Information Provided:	Yes	No	Date:
Provided to:			
Walkthrough Scheduled?	Yes	No	
Walkthrough Completed?	Yes	No	N/A