Booking Process for the Cisco PODs

In order to request use of the Cisco PODs at the SAM Campus, communication must be made to the IT Helpdesk either as a group or by a single user.

The Booking Calendar is made available online at the following Link: http://sam.edu.tt/arumsc/

Requesting use of the PODs:

Step 1 – Ensure that the calendar is free by accessing http://sam.edu.tt/arumsc/. Also note the Color Scheme that is available on the right hand side of the Online Calendar.

Step 2 - An email must be to helpdesk@sam.edu.tt meeting the following requirements;

- The program manager, aru.msc@sam.edu.tt must be CCed in this email
- The email subject must read : MSC Resource Booking
- This email body should include the following items:
  - Time Option (Part Time/Saturday)
  - Student Name
  - If the booking is being made for a group, the Group Name
  - Booking Date
  - Booking Time

Booking Policies & Restrictions

- PODs can only be booked, based on availability by the IT Department
- Bookings can be made either for single users, or for groups
- Bookings are on a first come, first serve basis
- In the event that a student is late or unable to attend the booking session, it is required that the IT Department is contacted.
- Bookings will be cancelled after ½ hour of un-attendance
- Bookings received after 4:30 PM will be responded to within the next working day
- Bookings are limited to 4 hours per session

This information is also made available online on the SAM IT Department Website at the following Link: http://sam.edu.tt/arumsc/northresourcecal/newbooking.html