How to Request a Room Assignment for a Class or Event

Before a room assignment for a class or event can be requested, you must first check to see if the space is available during the days and times you need it.

1. Login to R25. In this example we are requesting a room assignment for an academic class for Fall 2011.

2. Double-click the Academic Cabinet for the term that is needed.

   ![Event Directory](image)

   In this example we are looking for the college ARSC and a subject of ANTH.

3. Double-click the College folder (ARSC). This opens the college folder and displays the department folders within.

4. Double-click the Class Subject (ANTH) to display a list of the class sections on the right side of the screen.

   ![Event Directory](image)

5. Double click on the specific class section to open the event in the Edit Event screen.

   ![Event Directory](image)
6. Click the **Assign Spaces** 📐 icon located in the lower right of the **Edit Event** screen.

7. Click the **Space Preferences** check box to trigger R25 to search for rooms that meet your specific needs, such as buildings or rooms.
8. If the room is available, it appears in **Spaces Found** located in the lower left of the screen.

9. Click the **Assign** button.

10. Click **OK** when the **Assign Space** window pops up.
11. Another window pops up asking if you want to request the space assignment.

12. Click **Continue**.

13. Save your changes.

**NOTE:** The blue box (the icon for a space) is not displayed on top of the green bar for each date the class meets. When a space assignment is completed a blue box will display on each date.
NOTE: On the last page for reviewing and modifying reservations, the space is listed but there are no blue box icons on top of the dates.

14. Highlight the space and the Event Date display changes to show the blue box icon. That icon is the indication that a request has been made to use the room.
15. Completing the request process sends a notice to those authorized to assign rooms for the requested space.

16. When the request is approved this icon 🥰 displays on the class or event.

17. If the request cannot be approved, an email notice is sent with an explanation.