**Guidelines and Directions for Student Open Lab Scheduling**

The cut off time for NRC Open lab reservations each week is 6pm the Thursday prior to the Friday open lab.

- Open Lab is 9am to 12 noon
- Students can schedule a one-hour slot
- Students will specify skill(s) in the drop down menu
- One to three skills can be selected per one-hour time slot

**Directions for students accessing the site:**

1- Click this link:  [http://rooms.ahc.ufl.edu/virtualems/](http://rooms.ahc.ufl.edu/virtualems/)

2- Login with your Gatorlink Username and Password. Note: You do NOT need to be on the UF network to access this site.

3- Click “Reservations” then in the drop down chose “NRC Booking”. On a mobile device you’ll need to choose “Full Version” first:

4- Pick the Friday you’d like to attend open lab using the calendar (的日历). Pick the start time (9:00am, 10:00am, 11:00am) using the clock icon (日历). Then click “Find Space”.

5- Look for an open room reservation for your selected time slot (note: open time slots will show up as a white box).
Click the green plus icon next to an available slot:

If no slot is available in your first choice time change the start time to a time slot that is available.
Once your request has been made click the yellow continue button:

If this is your first time making a reservation, then the “Groups” field will be blank. Click on the magnifying glass next to the groups field:
In the search box type in "Nursing NRC" and then click the magnifying glass. Then click the green plus next to Nursing NRC followed by the Done button:

Then in the Groups drop down menu select the “Nursing NRC” option. Fill out the rest of the form with your contact information. Also select the skills you’d like to practice. The first skill is required to submit the form but you can select up to three skills total:
You will then see a page with your reservation details. You will also receive an email notifying you that the request was received. Please note that a follow-up email from an NRC faculty or staff member is necessary to verify that your request is confirmed. DO NOT ASSUME YOUR RESERVATION HAS BEEN FULFILLED UNLESS YOU RECEIVE A FOLLOW-UP EMAIL.