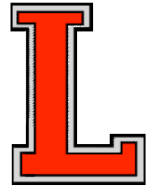




# Lincoln High Computer Lab Online Signup



## Step 1: Find the Lab Reservation Database

Use a web browser to go to the LHS website <http://lhs.lps.org/>  
In the sidebar along the right side, click on the link for computer lab  
signup.



## Step 2: Login

Enter your LPS email username and password  
into the login page. Click the login button.  
The first time you login to the database, you  
will be asked for your name. Enter your name  
and click the submit button.

User:	jwelker	@lps.org
Password:	*****	
	<input type="button" value="Login"/>	

You will receive an email verifying your signup for  
the lab database. After your first login, this screen will  
no longer appear. The search page will immediately  
be displayed.

First Name:	Jerel
Last Name:	Welker
Email:	jwelker@lps.org

## Step 3: Search for a lab

Search for an available lab. The left side of the page  
will allow you to see all available labs for a single day.

If you have a specific day you want a lab, choose the date and click the search button. The right side of the  
page will search for a particular lab for a given month. If you want to sign up for a particular lab over multiple  
days, select the lab and month from the pull-down menu and click the right search button.

Check availability of **all labs** for a given **day**:

Month:  Day:

Check availability of a **lab** for the given **month**:

Lab:  Month:

## Step 4: Reserve the lab

The results of your search will be shown on the next page. To reserve a lab, click on the "OPEN" link for the appropriate lab and period.

A confirmation page will appear asking that you confirm your request for this lab.

Date:	2004/01/21 We
Lab:	128
Period:	3
User:	jwelker

[Do Not Reserve this lab.](#)

Date	Day	Lab	1	2	3
2004/01/21	We	118A	<a href="#">OPEN</a>	Closed	Closed
2004/01/21	We	128	<a href="#">OPEN</a>	<a href="#">OPEN</a>	<a href="#">OPEN</a>
2004/01/21	We	216	<a href="#">OPEN</a>	Closed	Closed
2004/01/21	We	218A	<a href="#">OPEN</a>	Closed	Closed
2004/01/21	We	225	<a href="#">OPEN</a>	Closed	Closed
2004/01/21	We	320	<a href="#">OPEN</a>	<a href="#">OPEN</a>	<a href="#">OPEN</a>
2004/01/21	We	CRC-215	<a href="#">OPEN</a>	<a href="#">OPEN</a>	<a href="#">OPEN</a>
2004/01/21	We	GP Lab	<a href="#">OPEN</a>	<a href="#">OPEN</a>	<a href="#">OPEN</a>
2004/01/21	We	M1	<a href="#">OPEN</a>	<a href="#">OPEN</a>	Closed
2004/01/21	We	M2	<a href="#">OPEN</a>	Closed	<a href="#">OPEN</a>
2004/01/21	We	M4	<a href="#">OPEN</a>	Closed	Closed
2004/01/21	We	S277	<a href="#">OPEN</a>	<a href="#">OPEN</a>	<a href="#">OPEN</a>
2004/01/21	We	S280	<a href="#">OPEN</a>	<a href="#">OPEN</a>	<a href="#">OPEN</a>

Click on the "Reserve Lab" button or if this is not the correct lab or date, click the "Do Not Reserve this Lab" link.

## Step 5: Verify lab reservation

Date	Day	Lab	1	2	3
2004/01/21	We	118A	<a href="#">OPEN</a>	Closed	Closed
2004/01/21	We	128	<a href="#">OPEN</a>	<a href="#">OPEN</a>	<a href="#">Jerel Welker</a>
2004/01/21	We	216	<a href="#">OPEN</a>	Closed	Closed
2004/01/21	We	218A	<a href="#">OPEN</a>	Closed	Closed
2004/01/21	We	225	<a href="#">OPEN</a>	Closed	Closed
2004/01/21	We	320	<a href="#">OPEN</a>	<a href="#">OPEN</a>	<a href="#">OPEN</a>
2004/01/21	We	CRC-215	<a href="#">OPEN</a>	<a href="#">OPEN</a>	<a href="#">OPEN</a>
2004/01/21	We	GP Lab	<a href="#">OPEN</a>	<a href="#">OPEN</a>	<a href="#">OPEN</a>
2004/01/21	We	M1	<a href="#">OPEN</a>	<a href="#">OPEN</a>	Closed
2004/01/21	We	M2	<a href="#">OPEN</a>	Closed	<a href="#">OPEN</a>
2004/01/21	We	M4	<a href="#">OPEN</a>	Closed	Closed
2004/01/21	We	S277	<a href="#">OPEN</a>	<a href="#">OPEN</a>	<a href="#">OPEN</a>
2004/01/21	We	S280	<a href="#">OPEN</a>	<a href="#">OPEN</a>	<a href="#">OPEN</a>

Verify the reservation by checking to see that your name is shown for the appropriate lab, date and period. You and the lab liaison will receive an e-mail confirming the reservation.

Subject	LHS Computer Lab Reservation - 128
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The following computer lab reservation has been made:  
Lab: 128  
Date: 2004/01/21  
Period: 3  
User: jwelker

Entry Processed:  
{ts '2004-01-08 07:39:23'}

## Step 6: Logout

Logout by clicking the "Logout" link on any page or "Quit" your web browser. **Closing the web browser window will not log you out.** To quit the session, one must quit the browser or use the logout link on any page.

## Canceling a lab reservation

Login to the lab database as instructed on the previous page. Search for the lab date and time you have reserved. Your name should be shown in the list as the individual reserving the lab (see image in step 5 above). Click on your name. A page similar to the one below will appear.

The lab you have selected is **not available** during this period.

Date:	2004/01/21 We
Lab:	128
Period:	3
User:	jwelker

[Re-Open](#) lab for signup.

Click on the "Re-Open" lab for signup link. Your reservation will be released and the lab will be "OPEN" again. **Note:** Only the individual who signed up for the lab or the lab administrator may cancel a lab reservation. An email confirmation will be sent to the individual and the lab administrator noting the cancellation.