Cambridge College
For working Adults

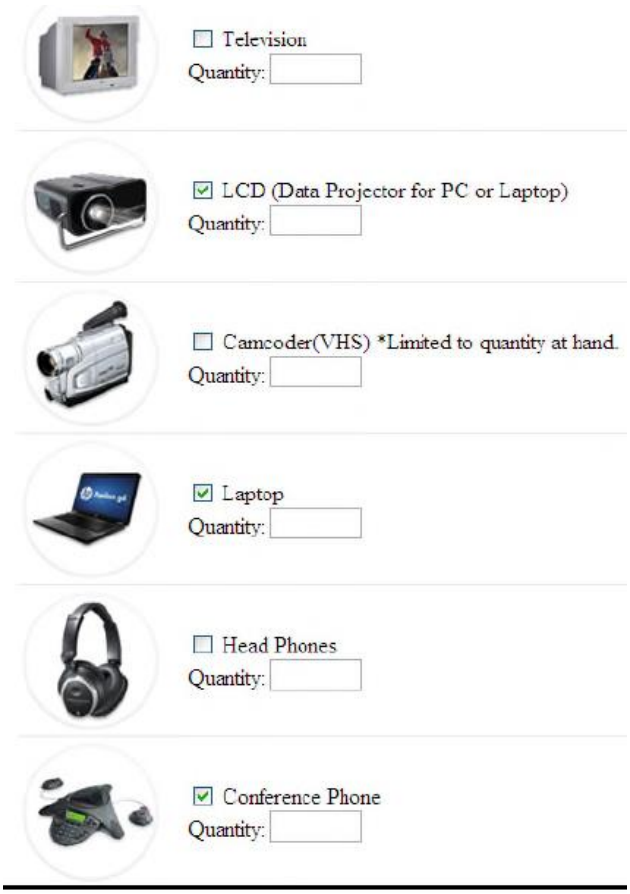
Department of
INFORMATION TECHNOLOGY

AV reservations for Staff and Faculty located at 1000 Massachusetts Avenue are different processes, detailed below.

Staff Requests:

1. E-mail your request to Reservations@CambridgeCollege.edu
   This address responds to requests for AV for large events, room assignments for internal meetings, and coordination of special events (ie: executive meetings)

   Below is a list of available equipment. Please specify the quantity needed.

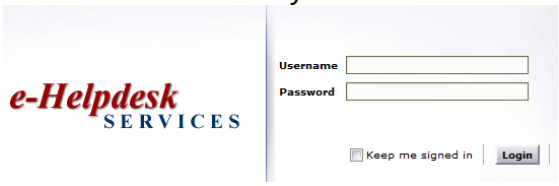


   After the staff member's request is received at Reservations@cambridgecollege.edu, the Operations Department reserves the room and enters the AV requests into the AV system.

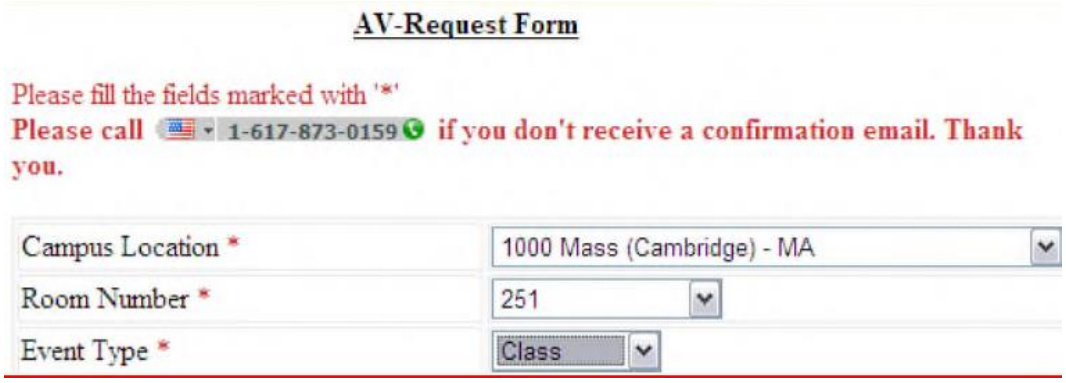
Faculty Requests:

1. Once you have a verified room reservation, visit the AV Request Log In Page https://av.cambridgecollege.edu/login.php
   a) You will have to create an account for this program. To do so, you may either submit an eHelpDesk Ticket via: http://helpdesk.cambridgecollege.edu/ , or by calling the IT Support Center at 617-873-0261

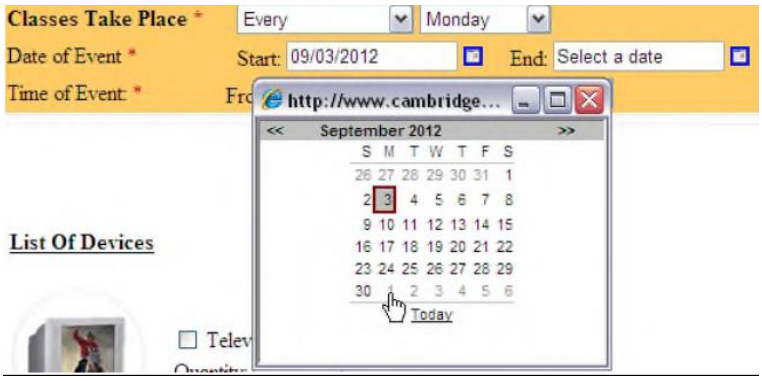
If unable to access the eHelpDesk, call 617.873.0159 and a ticket to create an account will be submitted on your behalf.



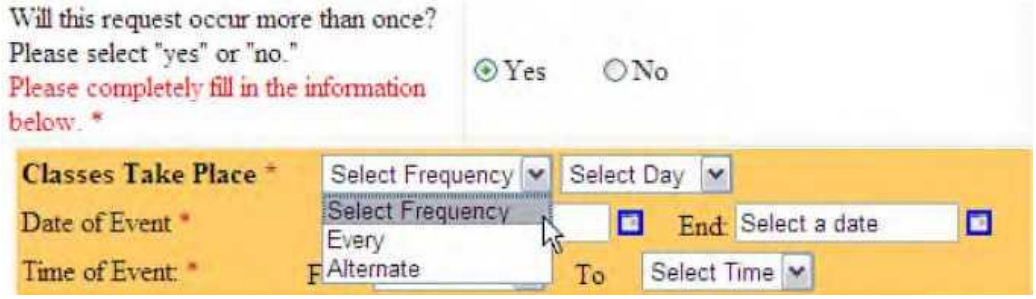
2. Submit your log in credentials. When the home page opens, fill in the campus location, room number and event type fields appropriately for your needs.



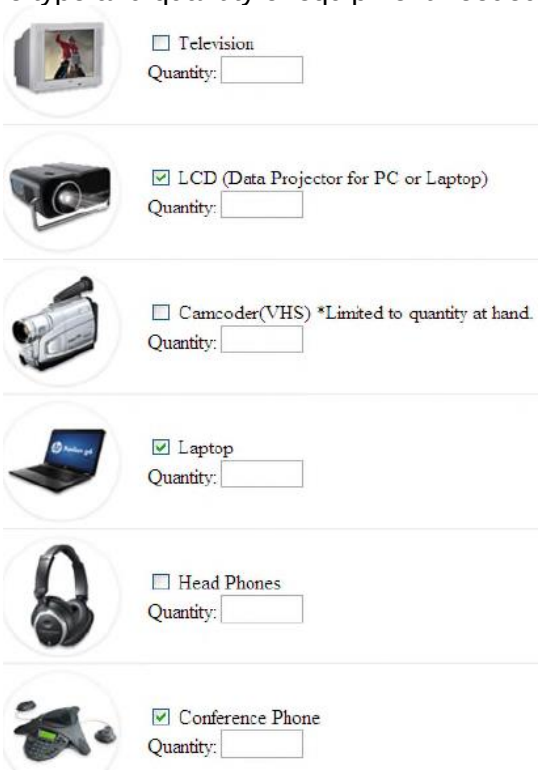
3. Submit details regarding the date and time of the event, and whether the event is recurring.
   Note that if your event is recurring on more than one day each week, you will need to submit an additional AV request for each additional day. Putting this information in the details will not automatically schedule the information.



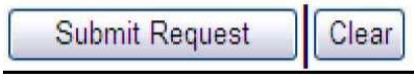
Event Recurrence:



4. Submit details on the type and quantity of equipment needed



5. Submit the form by clicking "Submit"



You will receive a confirmation e-mail with the request details after you have submitted your information. If you do not receive a confirmation e-mail, please submit an eHelpDesk ticket to confirm the AV Request.