ITLC’s New Booking system: BookIT

1) Please go to https://bookit.umb.edu/
2) Under “Username or Email”: Enter your first and last name
3) Please enter your UMB email password and click the “Log In” icon
   *After you login for the first time, you will be able to view the schedule only.
   Please allow us 48 hours to grant you access to booking. If you have any question please email computerlabs@umb.edu
1) Under Schedule, click on “Booking”
1) Locate the blue arrow to the right of “General User Lab” to select mobile cart and other room resources

2) Before reserving, please refer to the key below

Key:

- Reservable
- Unreservable
- Reserved
- My Reservation
- Participant
- Pending
- Past
- Restricted
3) Highlight the lab you desire and drag the mouse across to the time you prefer
4) Please check to see if the “Begin/End” date and time is correct
5) Under “Title of reservation” please enter your course name and session
   (*For Mobile cart: Please enter your course name/session and the location of the classroom ex: Eng 101: Wheatley-01-0054)
6) Under “Description of reservation” please enter any special request
7) Last but not least, click on the Create icon
8) Congratulations! Your request has been submitted

* NOTE: Reservation requests received from the following will be confirmed in BOOKIT: computerlabs@umb.edu and www.umb.edu/computerlabreservation
**Semester-long reservations may take up to two weeks to approve. One time reservations may take up to 48 hours.

***Please help us serve you better. There are a finite number of labs and not enough to accommodate all requests. If you wish to change your booking because you no long he wish to keep it, please delete the booking so others may reserve the time slot you have reserved.