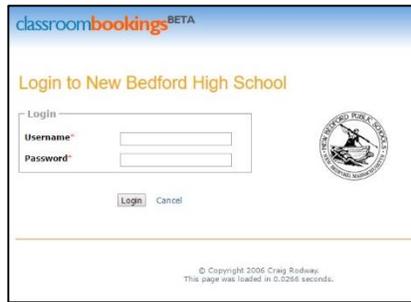# Computer Lab Scheduling Software

Go to NBHS webpage and in the Staff dropdown look for <u>Schedule Computer Lab Use</u>


1. To log in please use your New Bedford Public Schools email username
2. The password is nbhs#1 (case sensitive)
3. Once you are logged in immediately change your password. Click on "My Profile" and fill in the fields to change your password so no one else can book a lab under your name.
4. Click on "Control Panel" when you have reset your password and from there click on "Bookings"

5. Choose the date you would like to schedule a computer lab for from the calendar widget.
6. Displayed will be the computer labs that can be booked. If the room is available there will be a "Book" button.
7. If there are no labs available for that date a message will be displayed with the reason.
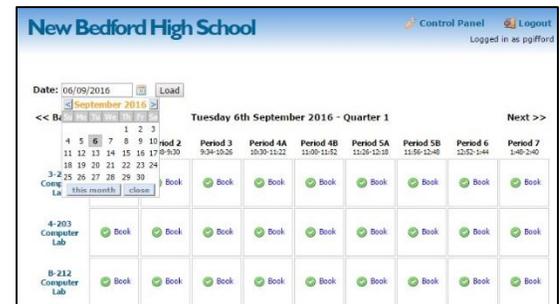
8. Click on "Book" and fill in the "use" dialog box (i.e. research, PowerPoint, YPFF, etc.)
9. Click the "book button and the screen will switch back to the grid of rooms and periods. Present in the cell you scheduled should appear your name and use listed.
10. In order to delete a booking click on the "x" below your name when you are logged in to the software.
11. Click "logout" when you are done to exit the program.
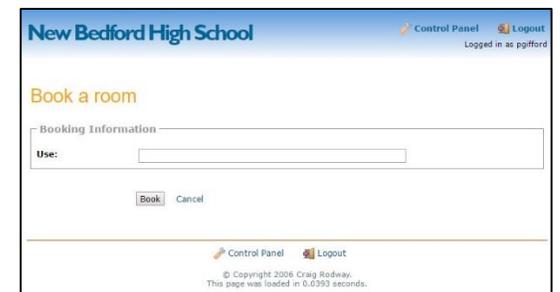
❖ **Please be mindful when scheduling periods 4A, 4B, 5A and 5B that those periods overlap. Times are listed below each period in order to avoid booking on top of a class that has already scheduled. Advisory days the same periods overlap just at slightly different times.**

❖ **This link is not accessible outside of NBHS.**

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