

# HOW TO GUIDE: PATRON PORTAL

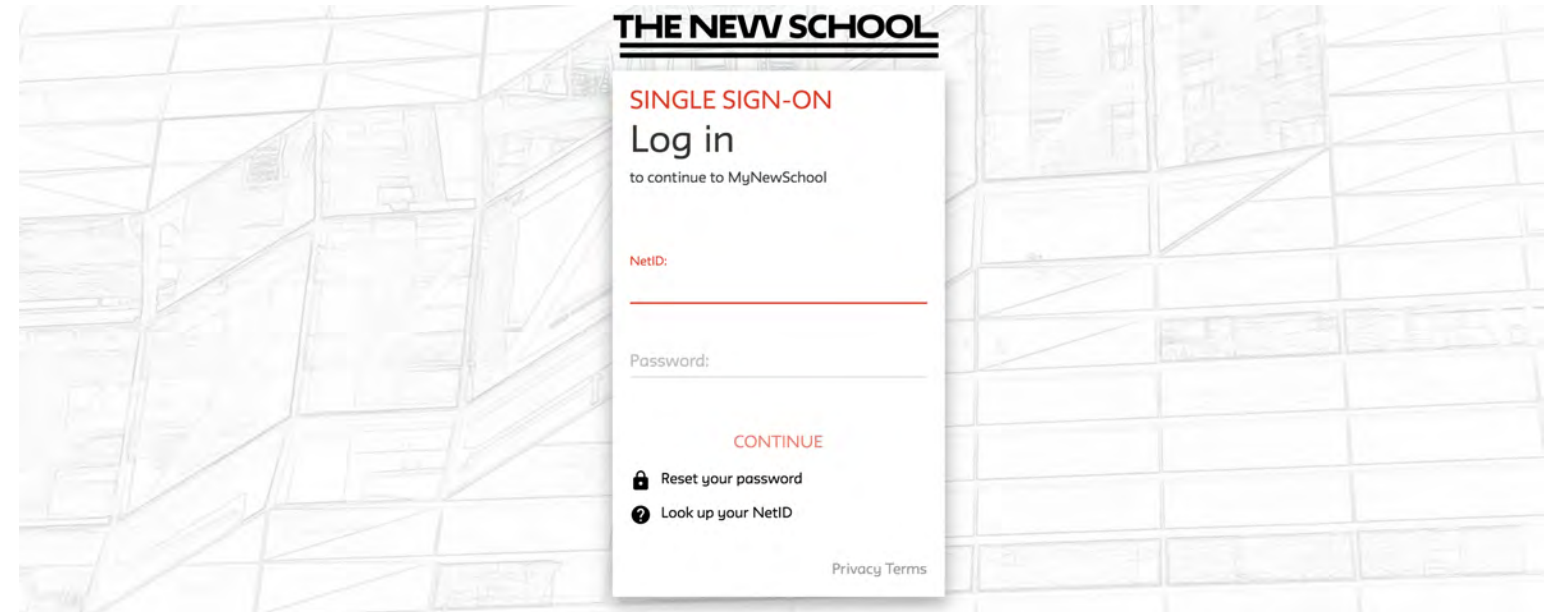
**E4 LASER LAB**

## STEP 1 :

Navigate to the Patron Portal site,  
(<http://reservation.newschool.edu>)

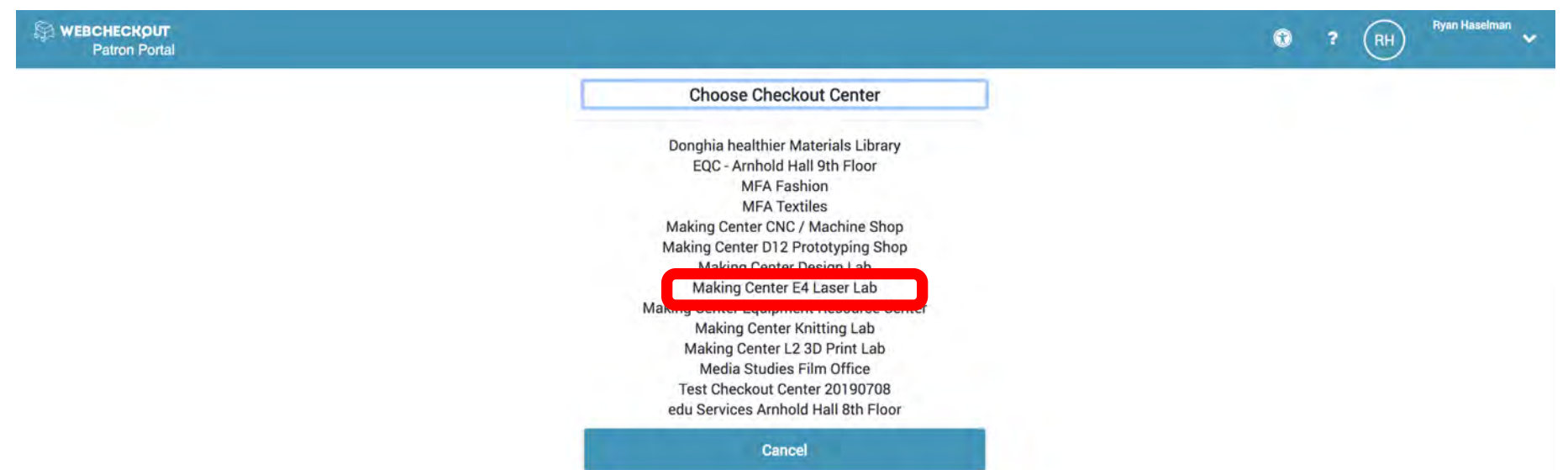
## STEP 2:

Enter your New School NetID and password.



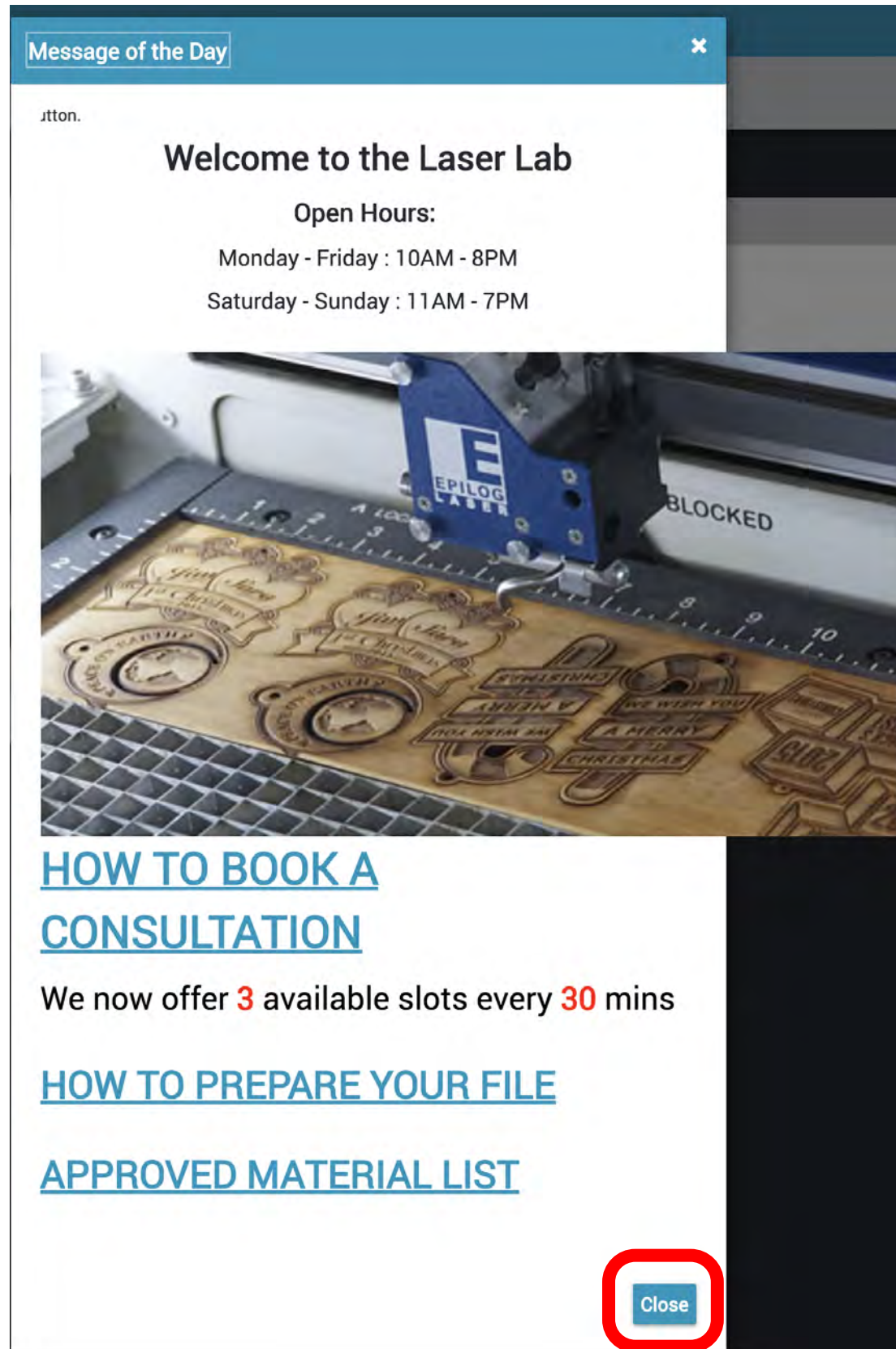
## STEP 3 :

Select, Making Center E4 Laser Lab.



## STEP 4 :

Choose on any instruction .pdf's or  
Click Close to make reservation.



Message of the Day

Welcome to the Laser Lab

Open Hours:  
Monday - Friday : 10AM - 8PM  
Saturday - Sunday : 11AM - 7PM

[HOW TO BOOK A CONSULTATION](#)

We now offer 3 available slots every 30 mins

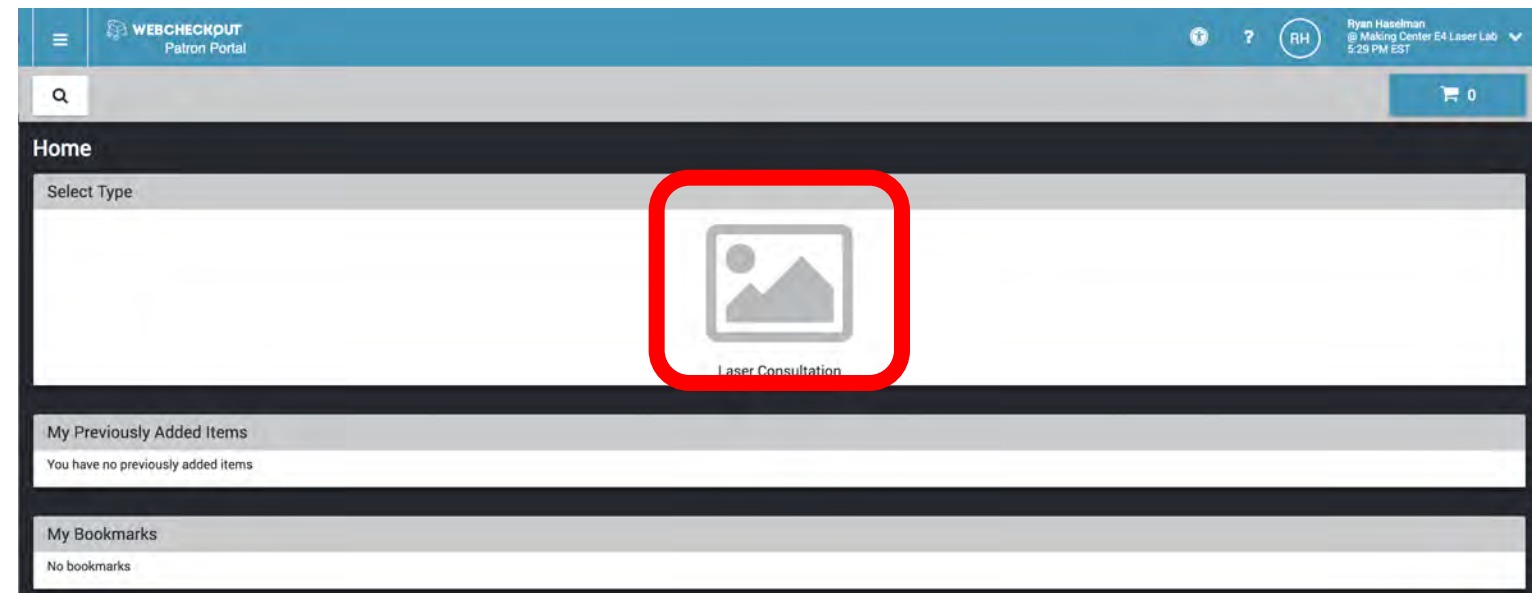
[HOW TO PREPARE YOUR FILE](#)

[APPROVED MATERIAL LIST](#)

Close

## STEP 5 :

Choose Laser Consultation.



WEBCHECKOUT Patron Portal

Home

Select Type

Laser Consultation

My Previously Added Items

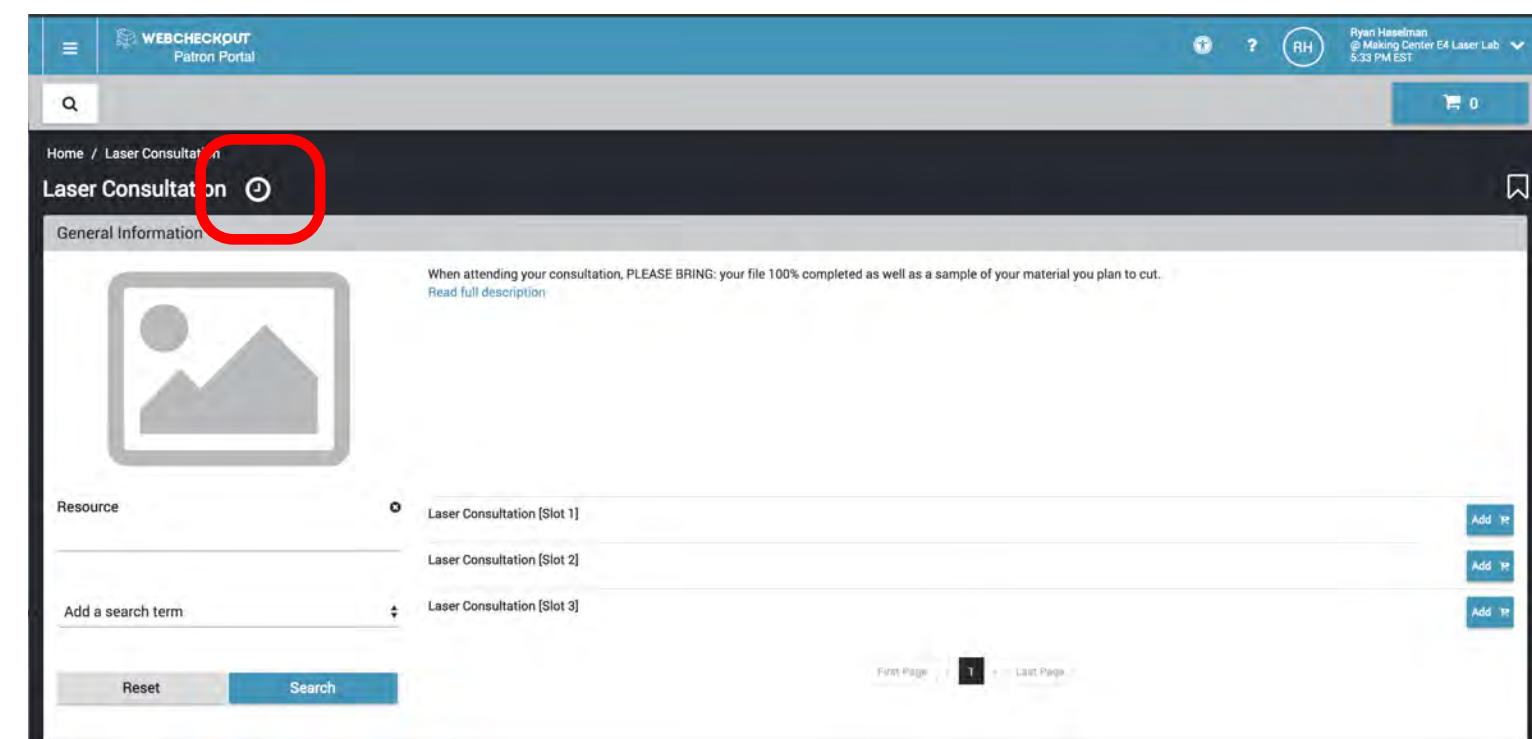
You have no previously added items

My Bookmarks

No bookmarks

## STEP 6 :

Choose the Clock in the upper left hand corner.



WEBCHECKOUT Patron Portal

Home / Laser Consultation

Laser Consultation

General Information

When attending your consultation, PLEASE BRING: your file 100% completed as well as a sample of your material you plan to cut.

Resource

Laser Consultation [Slot 1]

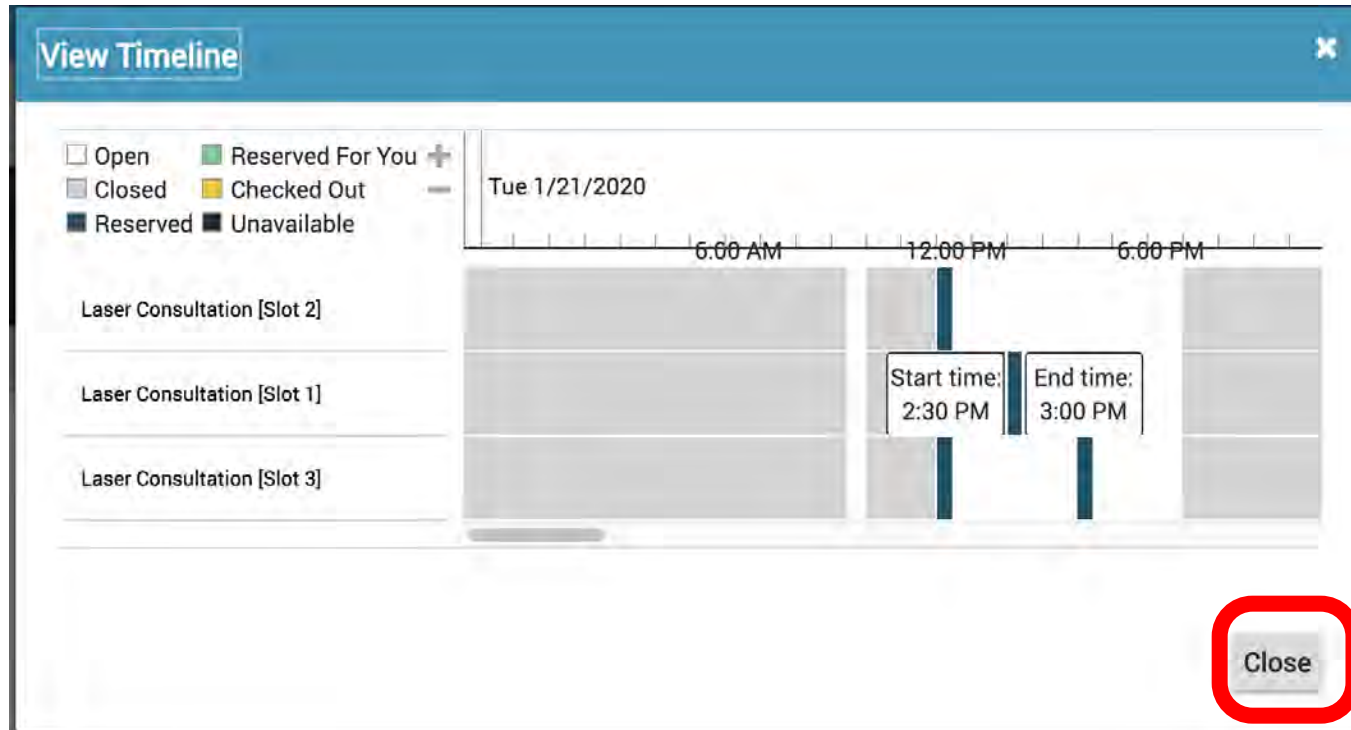
Laser Consultation [Slot 2]

Laser Consultation [Slot 3]

Reset Search

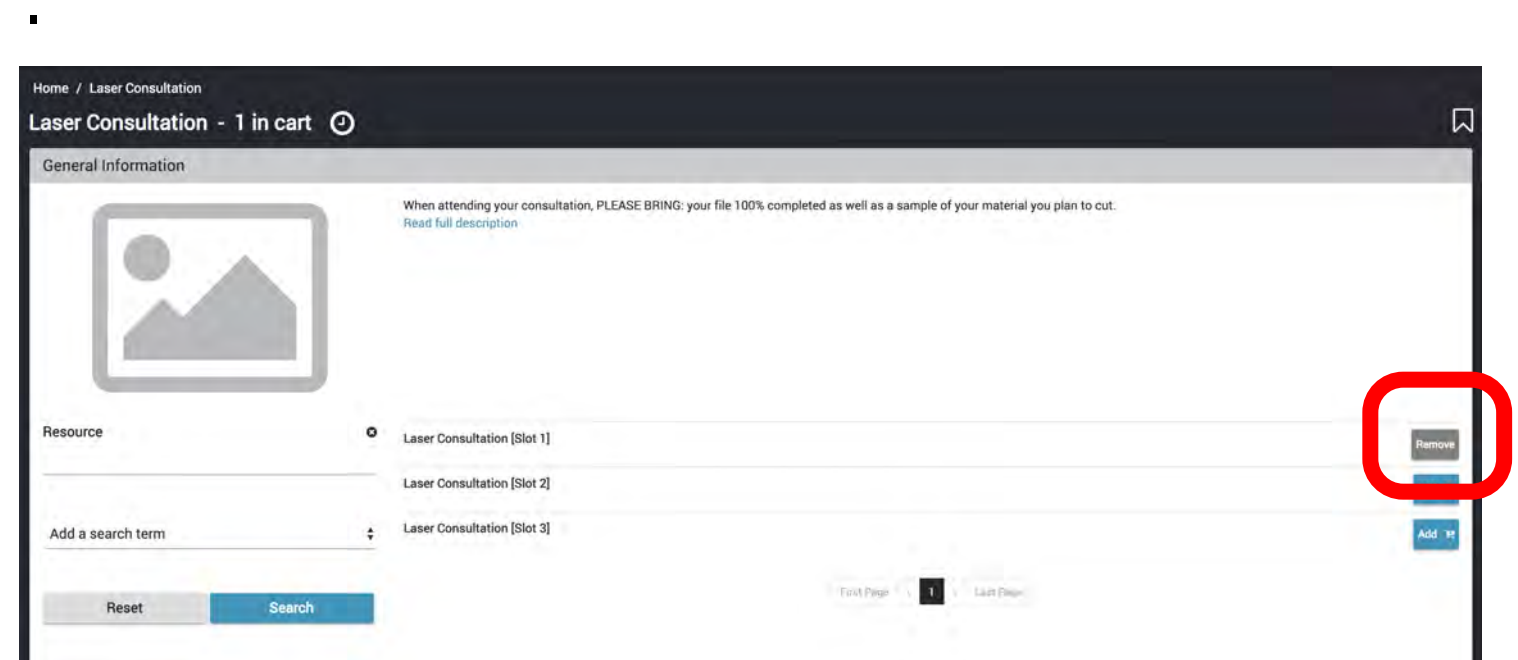
## STEP 7 :

Find and REMEMBER (Slot, Time and Date) for consultation. Close Tab.



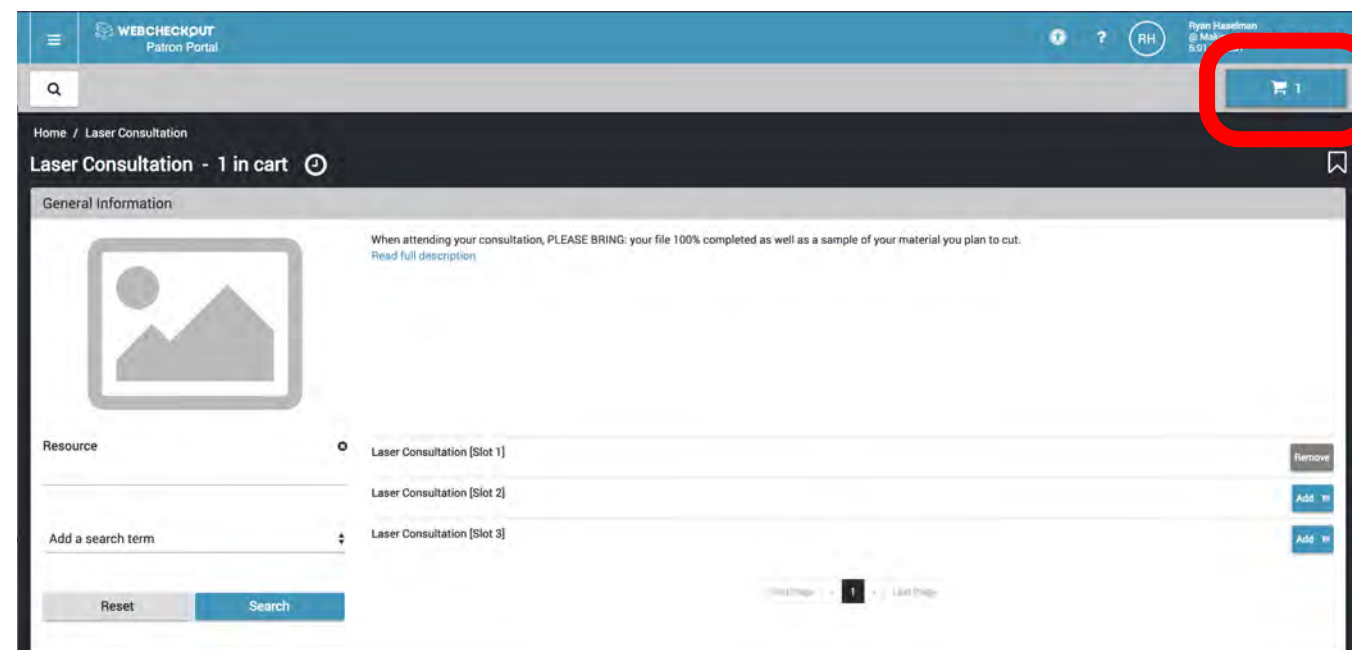
## STEP 8 :

Choose time slot from your choice in Step 7, (REMEMBER).



## STEP 9 :

Choose cart in upper right hand corner.



## STEP 10 :

Enter the Date and Time from Step 7, (REMEMBER). Then choose 30 minutes.

### Review Your Reservation

Start Time  
01/21/2020 ▼ 08:00PM ▼

Duration  
30 minutes

End Time set to: Tue, Jan 21, 2020 8:30 PM

Resources  
✖ 1 ⇅ Laser Consultation [Slot 1]

Estimated Charges  
\$0.00

Note to Checkout Center

Attachments

Attachment	Description	Uploaded On
None		

Add Attachment Remove Selected

Checkout Center Hours

Reservation has errors

▼ Closed at return time  
- Making Center E4 Laser Lab is closed at scheduled return time.

Submit reservation Save for Later Close

## STEP 11 :

When the correct Time, Date and Slot is chosen you can Submit the Reservation.

### Review Your Reservation

Start Time  
01/21/2020 ▼ 07:00PM ▼

Duration  
30 minutes

End Time set to: Tue, Jan 21, 2020 7:30 PM

Resources  
✖ 1 ⇅ Laser Consultation [Slot 1]

Estimated Charges  
\$0.00

Note to Checkout Center

Attachments

Attachment	Description	Uploaded On
None		

Add Attachment Remove Selected

Checkout Center Hours

Submit reservation Save for Later Close

**CONGRATULATIONS!**

**E4 LASER LAB**