

Online Equipment Reservation Process

Objective: To provide a clear and professional guide for making equipment reservations online using the York College Media Services equipment checkout system.

1. Pre-Reservation Requirements

- Reservations must be submitted at least 5 business days prior to the required date.
- Users must log in with their York College username and password at the designated equipment checkout portal: <https://app.cheqroom.com/>

2. General Reservation Process

- Login: Use York College credentials to access the equipment reservation system.

Log in to CHEQROOM

York College username

password

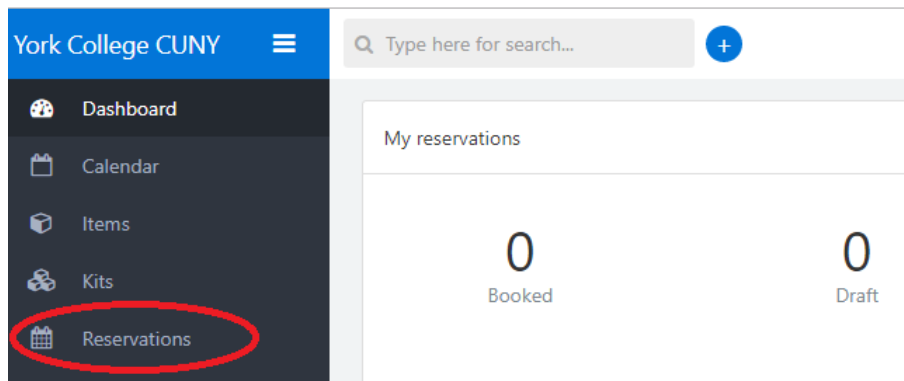
Log in

[Forgot your password?](#)

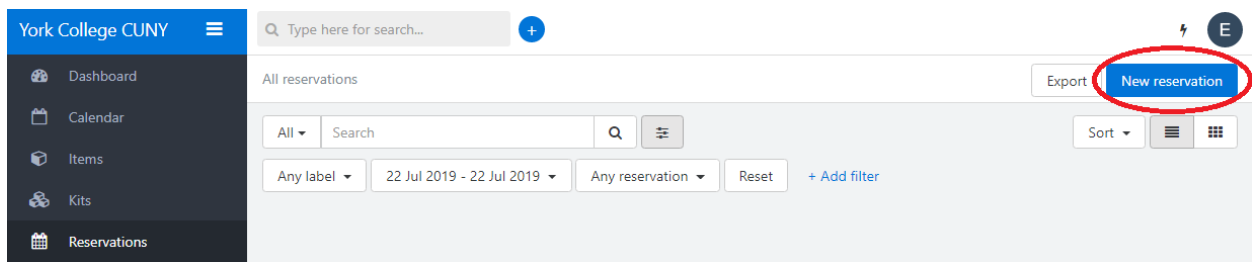
Don't have an account yet? [Sign up](#)

- Initiate Reservation:

- Navigate to the "Reservations" section.

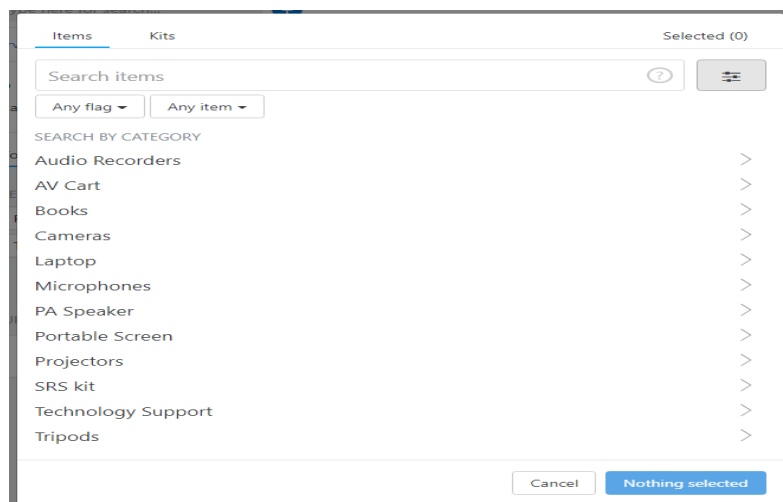


- Select "New reservation" to begin the process.



- Reservation Details:

- Choose the required date and a delivery option.
- Add items to the reservation by searching or selecting from the list provided.
- Adjust the quantity of each item as needed, or remove items by deselecting them.



- Confirmation:

- Review all details for accuracy.
- Confirm the reservation by clicking "Reserve" in the top right-hand corner of the page.

3. Special Reservation Instructions

- For After-Hours Use:

- If equipment is needed after 6pm when the Media Services is closed, adjust the "end date" to the following morning at 8:30am.

Contact the Media Services main line at ext. 1600 for information regarding overnight storage.

- Recurring Reservations:

- After confirming the initial reservation, select "Action" on the Reservation Page.
- Choose "Repeat reservation" from the drop-down menu.
- Set the reservation frequency and an end date (e.g., end of the semester).
- Confirm the recurring reservation by clicking "Repeat".

4. Additional Resources

- A user-generated tutorial is available to guide through the reservation process, emphasizing login procedures, item selection, and special instructions for after-hours use and recurring reservations.

Notes:

- The process is designed to be straightforward. Users are encouraged to follow each step carefully to ensure a successful reservation.
- For any assistance or inquiries regarding the reservation process, users should contact the Media Services main line at ext. 1600 you can also send email to mediaservices@york.cuny.edu.