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 CUNYFirst username and password at the designated equipment checkout portal: https://app.cheqroom.com/

2. **General Reservation Process**

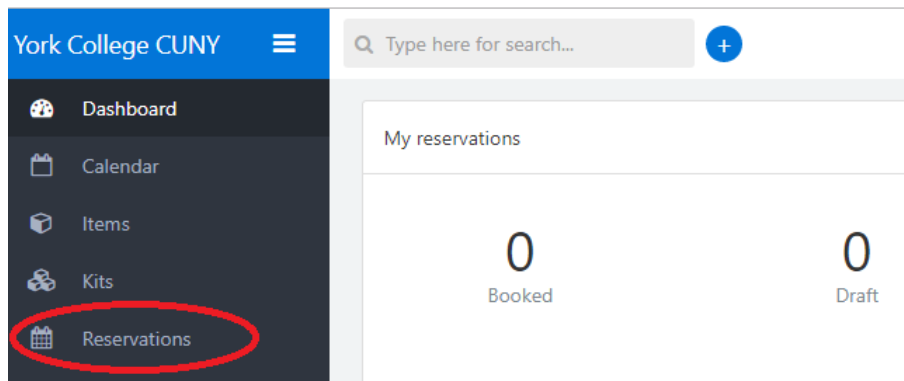 - Login: Use CUNYFirst credentials to access the equipment reservation system. First, enter your CUNYFirst email address and click on the "Log in with SSO" option.
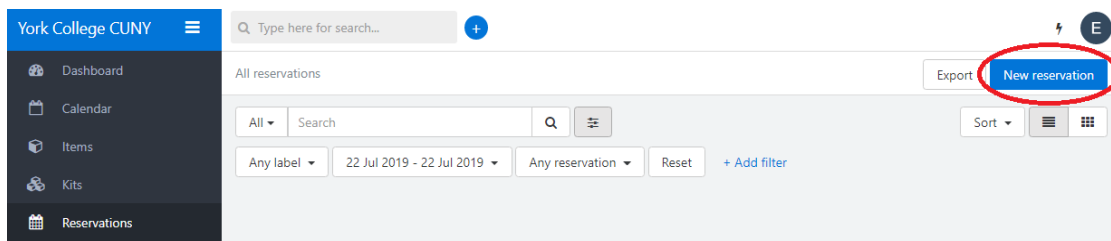

  - The CUNYFirst login page will load up. Re-enter your CUNYFirst information on the new page.

- **Initiate Reservation**:

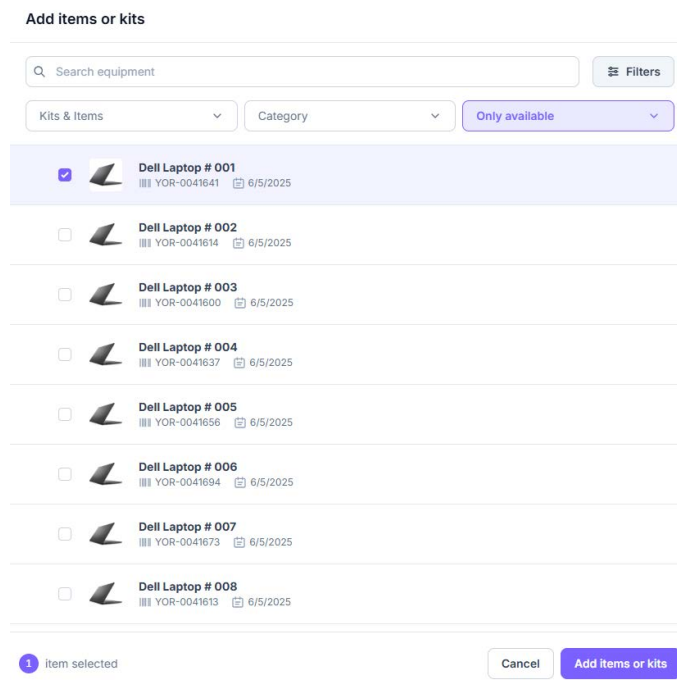 - Navigate to the "**Reservations**" section.

  - Select "**New reservation**" to begin the process.

- **Reservation Details**:

  - Provide a reservation name, example "Laptop Reservation"

  - Choose the required pick and return date and time.

  - Add item to the reservation by clicking on "Add items or kits". Click on the item you need and click "Add items or kits"

- **Confirmation**:

 - Review all details for accuracy.

 - Confirm the reservation by clicking "Reserve" in the top right-hand corner of the page.

- **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".

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 .