HOW TO MAKE A ROOM RESERVATION

ONE
Go to the following webpage: webcheckout.uoregon.edu

TWO
Login. Your User ID is the first part of your @uoregon.edu email address. The password matches the one used to access your University email.

THREE
Select SOJC Room Reservations.

FOUR
At the top left corner of the following screen, click the New Reservation button.

FIVE
Select your start and end times you wish to reserve the room.
HOW TO MAKE A ROOM RESERVATION

SIX

Choose the capacity of meeting room or the type of production needed.

SEVEN

Scroll right on the calendar availability pane to see what rooms are available for your desired date and time. Click the + button next to the room that you wish to reserve.

Faculty Only: You can setup repeated checkout times for multiple dates by clicking the Calendar Icon.
HOW TO MAKE A ROOM RESERVATION

EIGHT
To see any errors that need correcting click the red hand at the lower left corner.

NINE
Once all errors have been corrected, click Confirm.

You will receive an email confirming your reservation. You may review or edit any of your reservations from the Dashboard window when you first login.

If you have any questions please email: support@jcomm.uoregon.edu