Logon to the UNL Room reservation page. [https://unlscheduling.nebraska.edu/](https://unlscheduling.nebraska.edu/)

A list of rooms you are able to reserve will be listed. Architecture Laser cutter reservations are split into “Daytime” and “Night” due to different time limitations. (See about link below)

After you click the “book now” button you can select the date and time you wish to reserve a laser cutter. Clicking on the hour or minutes allows you to easily adjust your time slot.
If you select a duration that is not allowed you will see this message at the top of the screen.

Once you have entered the date and time for a requested time slot, click the search button.

Click and sign next to the laser cutter you wish to reserve to add it to your cart. Now that laser cutter has been added to your “Selected Rooms” list. Now click “next step”.
Complete the form, read and check the box to accept the “terms and condition”. Finish by clicking the green “Create Reservation” button.

You will receive this message if the “terms and agreements” box is not checked.
You will receive an email from architecture@unl.edu as a confirmation of your reservation.
Delete or edit Lasercutter reservations

Logon to the UNL Room reservation page.  [https://unlscheduling.nebraska.edu/](https://unlscheduling.nebraska.edu/)

Click the “My Events” link

Click the reservation you wish to delete or modify.

Clicking the “−” button will delete the reservation. Click the pencil to edit the date or time.
Click the blue “Update Booking” to confirm changes.