**All media equipment delivery and setup requests must be made via the** [**Media Equipment Request Tool**](file:///C%3A%5CUsers%5Cjshirk541%5CDownloads%5C10.39.9.14%5Ceventscheduler%5C) (10.39.9.14/eventscheduler/) **from any computer on campus.**

**Important:**

* **Chrome or Firefox are the recommended browsers**
* **The current version of Firefox (35.0) may not work on Macs**
* **Internet Explorer is not recommended**
* **Accessible on campus only**
* **Login: When the login prompt appears, login with your InSite/WebAdvisor credentials.**

**Read the information and policies located on the landing page. 7-days advance notice required.** 

**Be sure if you have not registered, that you click the** “User Registration” **tab.** 

**Fill in your registration information. Without registering you cannot use the submission form.** 

**For *training* on how to operate media equipment**, podium, smart classroom, etc., please contact Courtney Diputado.