



Ateneo de Naga University Multimedia Services Online Reservation

Kindly use  [Google Chrome](#) or  [Mozilla Firefox](#) as web browser. Below are procedure for accomplishing and viewing the Online Reservations.

1. Go to the library website (<http://adnulib.adnu.edu.ph>), Go to the Announcement Box, click the "Here" link. You will be directed to the Online Reservation Site.

Announcement

Reservation to use the Instructional Media Center, Ritchie Fernando Hall, and OBL Multi-Purpose Room are now available online. To make your reservation, kindly Click [Here](#)

2. To log-in: [Pls. call the IMC (local 2411) to get your account.]

Username

Faculty

The abbreviation of your [College](#) dash (-) abbreviation of your [Department](#). (ex. CAS-SS for College of Arts and Sciences Department of Social Sciences)

Student Organizations

[SO](#) dash (-) abbreviation of your [Student Organization](#). (ex. SO-TA for Turismo Ateneo)

Offices

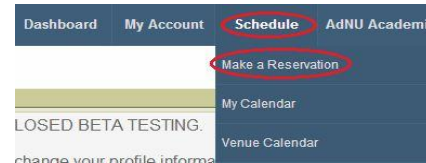
[O](#) dash (-) abbreviation of your [Office](#). (ex. O-TO for Treasurer's Office)

3. As password, the default password will be given by the administrator. Click [Log in](#).



*Note: You may change your password by dragging your mouse pointer at [My Account](#) and clicking [Change Password](#).

4. Drag your mouse pointer at [Schedule Button](#) and Click [Make a Reservation](#).



5. To choose a [Venue](#), drag your mouse pointer at the [Blue Downward Arrow](#) and Click the desired [Venue](#).



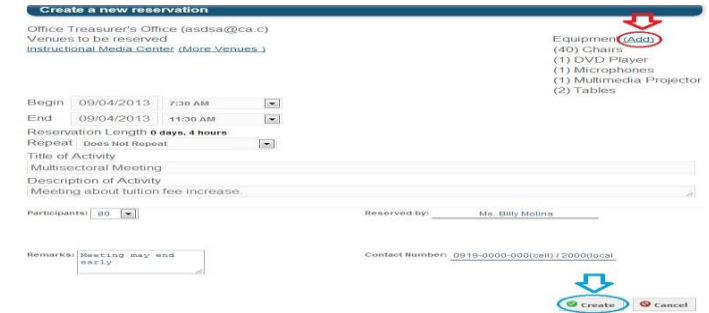
6. Choose the desired date by clicking the [Calendar Icon](#) and clicking the desired [Date](#).



7. Click and drag the desired [Period](#) of your reservation.

Wednesday, 09/04/2013	7:30 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM
Instructional Media Center						
Ritchie Fernando Hall						

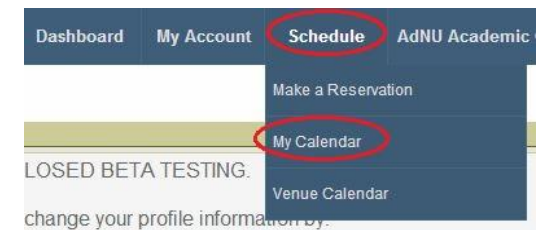
8. Fill-up all the information. You can add equipments by Clicking [Add](#). After completing the form, click [Create](#).



9. A window will pop-up if the reservation is successful. Please take note of the [Reference Number](#). Click [Close](#) to exit the window. You will be redirected to [Make a Reservation Page](#).



10. To check your reservations, drag mouse pointer at [Schedule Button](#) and Click [My Calendar](#).



11. To view the [Information](#) of your reservation click the [Reservation Box](#).



*Note: After creating a reservation, users cannot [Edit](#) or [Delete](#) their reservations.

12. Click [Sign Out](#).