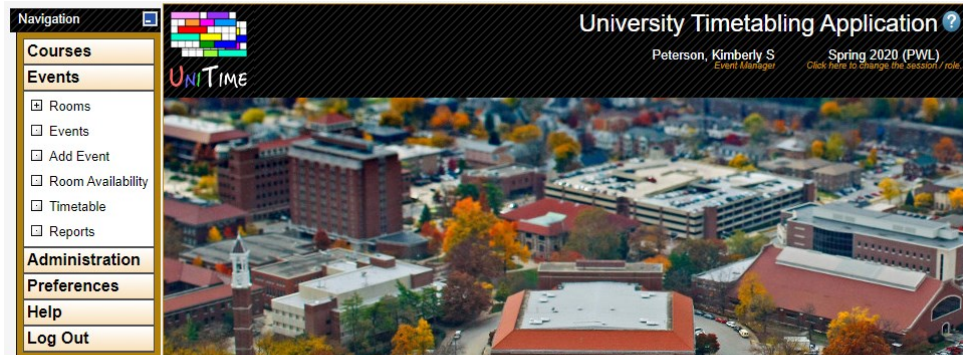
Finding available conference rooms and making a reservation

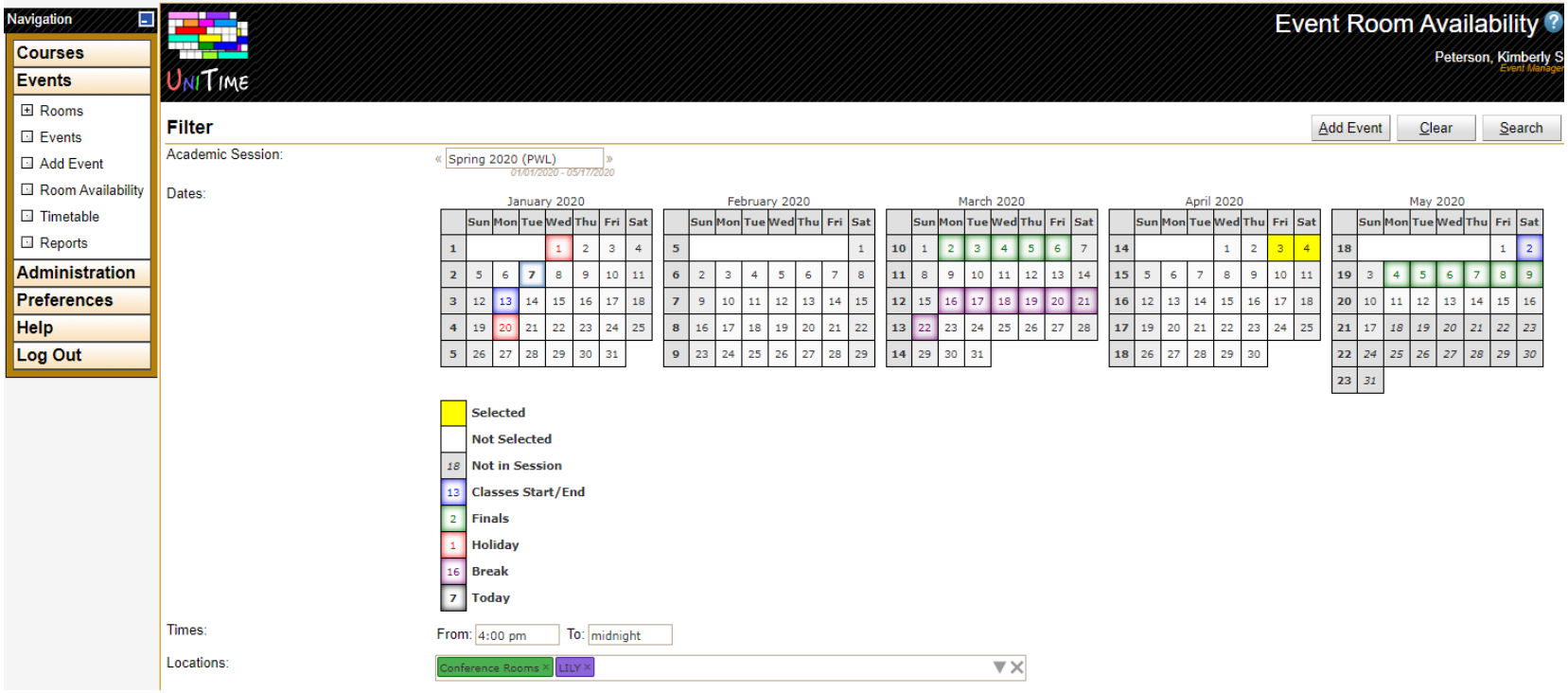
To access UniTime go to

https://www.purdue.edu/apps/account/cas/login?service=https%3A%2F%2Ftimetable.mypurdue.purdue.edu%2FTimetabling%2Flogin%2Fcas

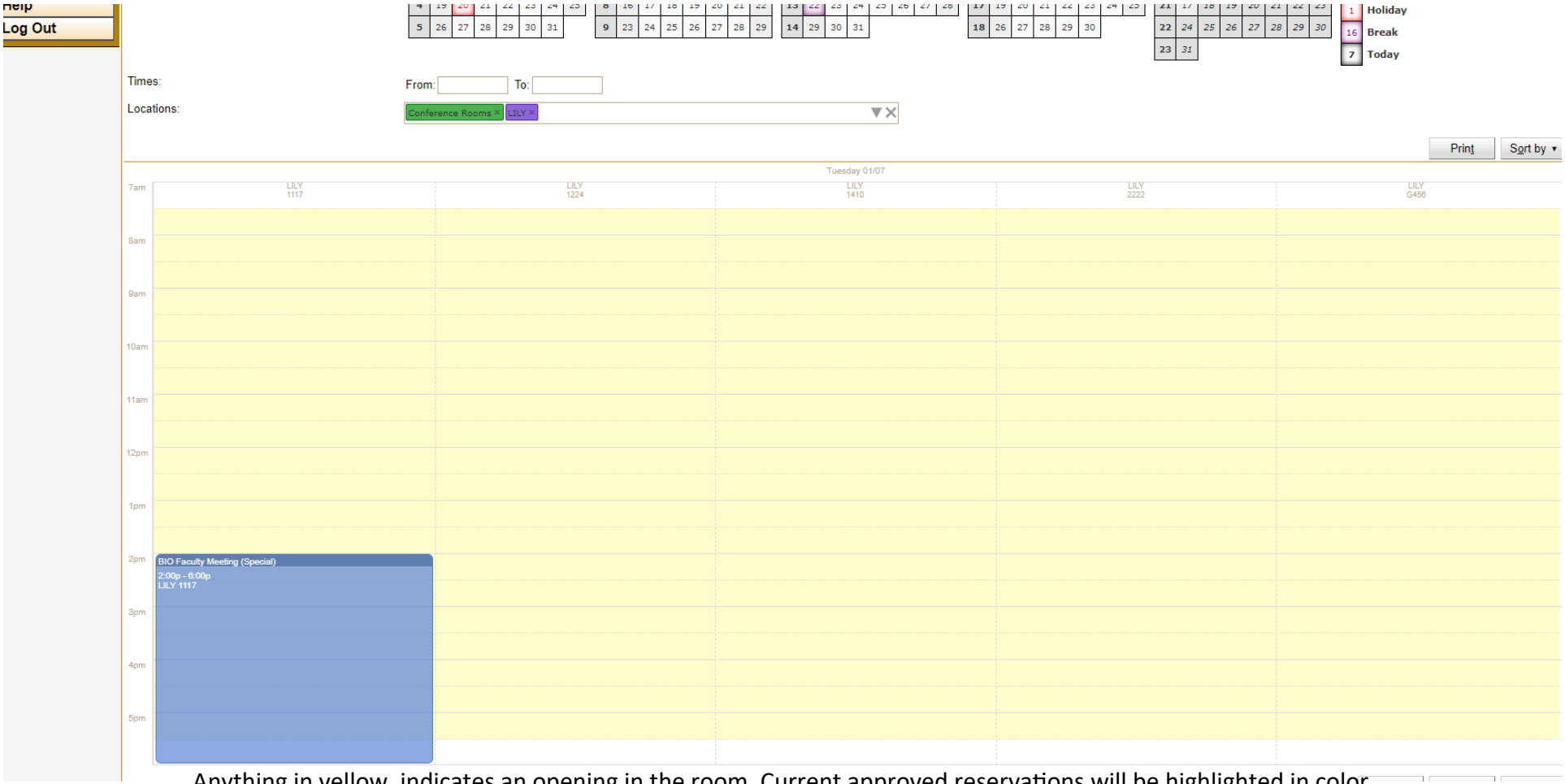
Login using your username and boiler key

In the left side navigation table, <click> on **EVENTS**, ROOM AVAILABILITY



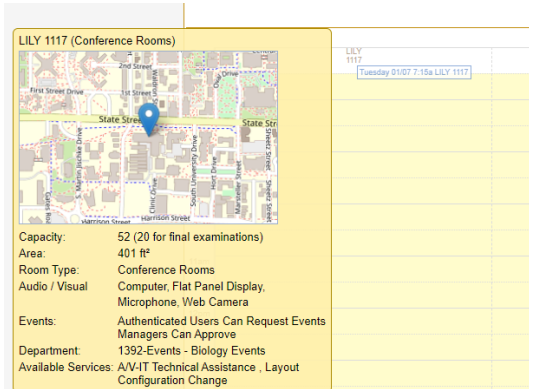


1. <Select> the ACADEMIC SESSION (default is the current session)
2. <Select> theDATE(S) for scheduling (the dates you select will highlight in bright yellow)
3. Fill in the FROM and TO times (if you would like to look at the full day, leave times blank)
4. In the locations bar, <select> the down arrow to open the available locations.
5. Under TYPE select CONFERENCE ROOMS and under BUILDINGS, select LILY or the building where the room is located. (Additionally, once you have selected CONFERENCE ROOMS, you can type the building initials and it will give you a drop down menu for selecting individual rooms)
6. <Select> SEARCH in the top right corner, this will take you to the next page where it will show a list of rooms and times



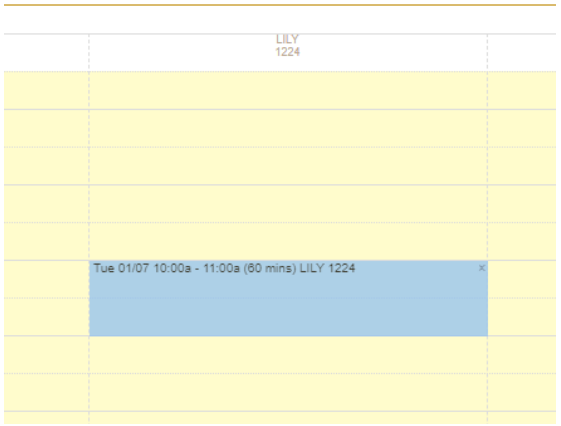
Anything in yellow, indicates an opening in the room. Current approved reservations will be highlighted in color.

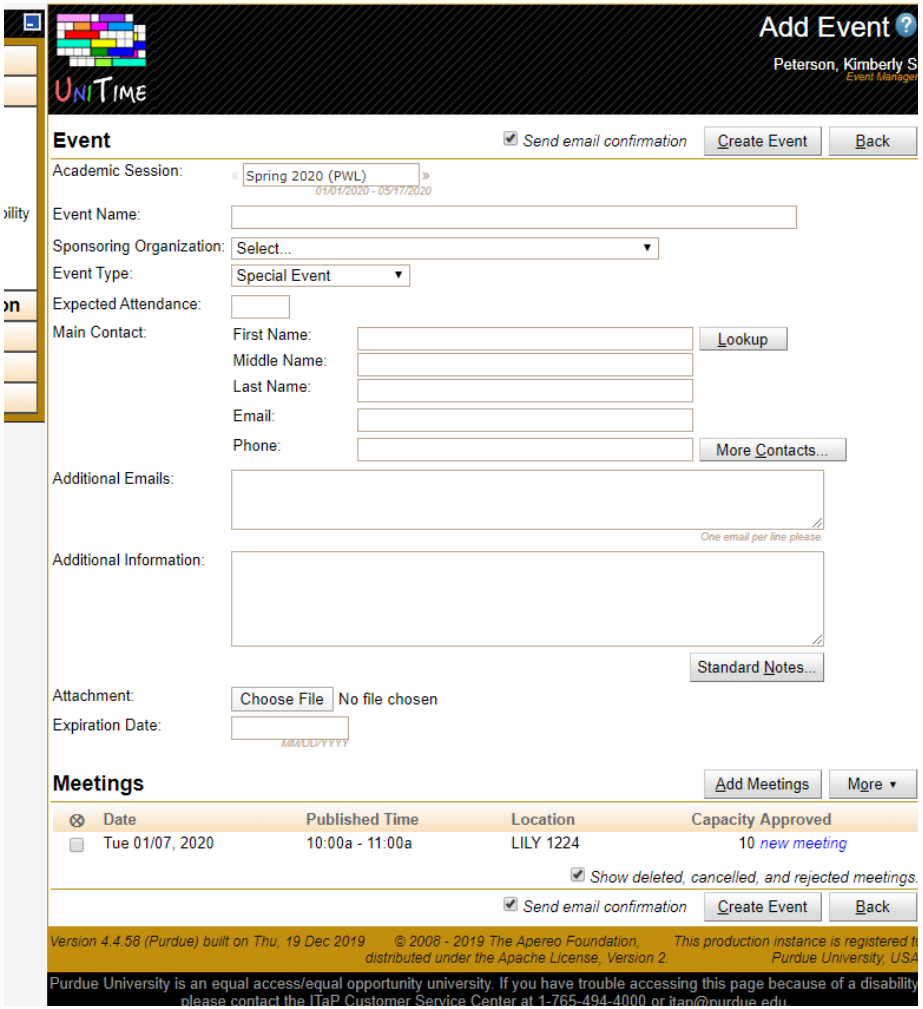
- If you hover over a room number, it will open a popup box that contains details for each room.



To begin entering a reservation

1. Under the room you would like to reserve, starting at your desired start time, hold down the right button on your mouse and drag until your desired end time.
2. <Click> ADD EVENT in the bottom right



The time for your reservation should now be highlighted in a colored box under the room you selected.

1. Add the title of your event under EVENT NAME
2. Sponsoring Organization should be left blank unless the reservation is hosted by said organization
3. EVENT TYPE should either be “special event” or “course related event”
4. Add in the estimated attendance under EXPECTED ATTENDANCE
5. Add your contact information or the best person to contact for the MAIN CONTACT area
6. If you would like the emails that correspond with your reservation sent to additional persons, add their email address only to the ADDITIONAL EMAILS box. (Be sure to use a semi colon between email address when using more than one)
7. If you think any additional information will be needed for your reservation please add those items to the ADDITIONAL INFORMATION section. This can include things like room set-up, equipment needed, etc.
8. Select CREATE EVENT, you should then receive a conformation email stating that your event was created. You will receive an additional email once the reservation has be approved