## **Wooster Entomology Space Request Directions**

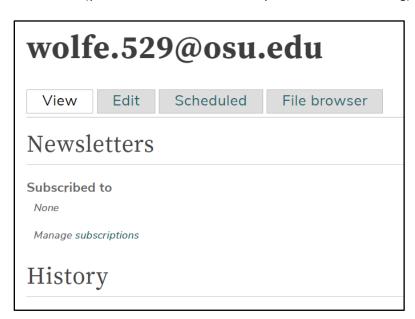
- 1. Go to: <a href="https://entomology.osu.edu/department-resources">https://entomology.osu.edu/department-resources</a>
- 2. Under "Resources for Department Members" click "login to the Entomology Dept website"



3. Click red "Login with your OSU Name.#"



4. Login with OSU credentials (you will be taken to site with your username showing)



- 5. Go back to: https://entomology.osu.edu/department-resources
- 6. Under "Resources for Department Members" click "Growth Chamber Space Request"

## **Resources for Department Members**

## **WOOSTER SPACE REQUEST - INTRANET PAGE**

FIRST, login to the Entomology Dept website.

Once logged in, click the Growth Chamber Space Request link.

- 7. To submit a growth chamber request click the red bubble "Wooster Space Request: Growth Chambers in WSB 105" and complete the survey with as much detail as possible
  - Required information: Name, emergency contact phone number, faculty supervisor,
     growth chamber requested, and start and end dates.
  - Any settings should also be entered but are not required. If you need help changing settings for any chamber – ask Scott for assistance



8. To see a map of the growth chamber in room 105, click "Map WSB Room 105"



- To check the user status of a chamber, click the name of the chamber on the "Wooster Entomology Space Request" page (example: "1 – Argus ID: 98022")
  - The current user information including emergency contact information will be at the top of these chamber pages
  - b. Any known history for the chamber will be kept on these chamber pages under "History"
  - c. Future requests will also be shown on these chamber pages under "Future Requests"



## A

1 - Argus ID: 980022			
View	Edit	Convert	
Current User:			
Emergency Contact:			
Day:			
Night:			
Lights:			
Future Requests:			
History:			