**Wooster Entomology Space Request Directions**

1. Go to: [https://entomology.osu.edu/department-resources](https://entomology.osu.edu/department-resources)

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”

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
   
   a. Required information: Name, emergency contact phone number, faculty supervisor, growth chamber requested, and start and end dates.
   
   b. 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”
9. 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”)

   a. 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”
1 - Argus ID: 980022

Current User:

Emergency Contact:

Day:

Night:

Lights:

Future Requests:

History: