

DEPARTMENTS room requesting instructions:

To create an account

1. Go to www.kimmelonestop.nyu.edu
2. Go to **'Create an account'** under the NYU Departments section.
3. Fill in **all** six fields. Your **full NYU email address** will be your **user ID** when logging on. Create a **password** (you will not be able to change it online later) and make sure to enter **complete name of your Department**.
4. Click on **'Save'**. That's it. Your request for log in capability will be processed by Kimmel Operations.

To request for space

1. Go to www.kimmelonestop.nyu.edu
2. Go to **'My Account'**, log in, then **'Reservations'** and **'Department Room Request'**.
3. You are then cued to fill in appropriate information: **'Date'** you want to book the space for, **time** frame, **'Attendance'** and **'Setup Type'**. You may also use the **'Recurrence'** option for multiple recurring events.
4. Click on **'Find Space'**.
5. A grid of all the rooms will appear (a list will appear if 'Recurrence' used). If the space is a grey color this means the room for that time is already booked. You must choose anything that is in the white area. The light blue line with red borders represents the time interval that you have defined in your search criteria.
6. When you have chosen your room, click on the **green cross** to the left of the room number. That room, along with the date(s) and time(s) of your booking, will appear as a line(s) on the top of the page in case the room is available for the requested time.
7. Before submitting reservation click on **'Details'** tab. **Choose your name** from the drop down for **'1st contact'**. Your phone and email will appear automatically. Choose **'Media Services'** and **'Setup Items'**. You have an option to submit **'DIRECT CLIENT DEFINED REQUEST'** where you can write us your specific requirements and our event coordinator will assign the needed setup or media accordingly. Alternatively, you may select the specific setup and media items yourself (even coordinator will review them and make the necessary corrections). Set **'Service Type'** to **SETUP**. Please enter a valid university chartfield in the **'Chartfield Number'** field for the payment of fees.
8. Click on **'Submit Reservation'**.
9. You're done. You will receive an automated email stating that we have received your request. That email is NOT a booking confirmation. The confirmation will be emailed once your request is processed.