

MUSIC PRACTICE room booking instructions:

To create an account

1. Go to www.kimmelonestop.nyu.edu
2. Go to **'My Account'**, then **'Create An Account'**.
3. Fill in all required text fields. Your **full NYU email address** will be your **user ID** when logging on. Make sure you enter your **first and last name**. Please include your **phone number**. Create a **password** (and don't forget it). Select **'Student Music Practice Rooms'** account type and lastly, make sure to enter **your school and department**. For instance: Steinhardt/Music & Performing Arts or Tish/Drama.
4. Note that your full email address will be your user ID. Click on **'Save'**.
5. That's it. Your request for log in capability will be processed by Kimmel Operations.

To log on to reserve space

1. Go to www.kimmelonestop.nyu.edu
2. Go to **'My Account'**, log in then **'Reservations'** and **'Music Practice Room Booking'**
3. You are then cued to fill in appropriate information: **'Date'** you want to book the space for, **time** frame (max. 2 hours) and **'Attendance'**. Note: only 1 booking per log in a day. You may only book one day in advance.
4. Click on **'Find Space'**.
5. A grid of all the rooms will appear. If the space is a pinkish color this means the room for that time is already booked. You must choose anything that is in the white area. The gray 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 and time of your booking, will appear as a line on the top of the page.
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.
8. Click on **'Submit Reservation'**.
9. You're done. Just present your NYU ID to the front desk and they will give you the key to the room.