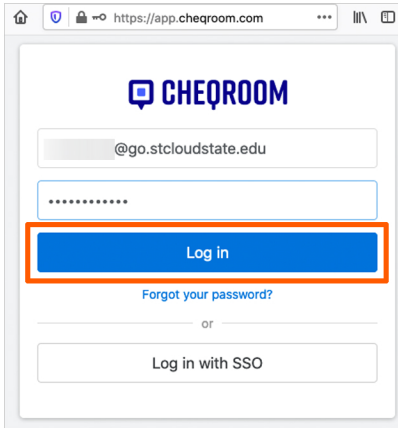


RESERVING EQUIPMENT USING CHEQROOM



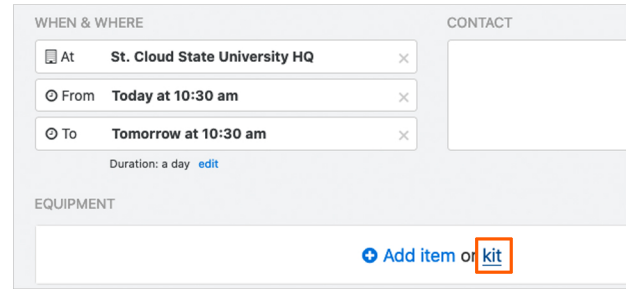
STEP 1 Go to <https://app.cheqroom.com> and **Log in** using your go.stcloudstate.edu email address. **Do not use Log in with SSO.**



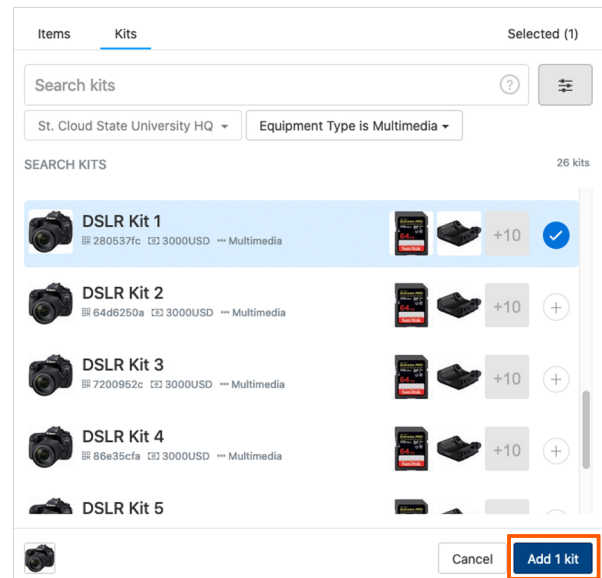
If you cannot login to cheqroom using your go.stcloudstate.edu email address, go to the junk folder in your email account, and look for an email from cheqroom.com inviting you to the cheqroom system.

Contact your professor if you do not have an invitation email from cheqroom in your junk email.

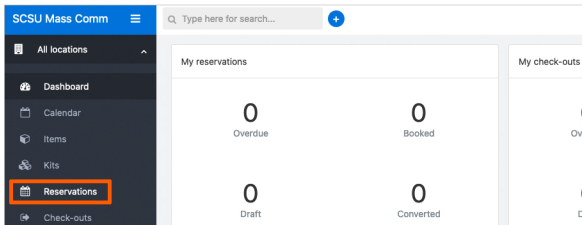
STEP 6 Click the **kit** button.



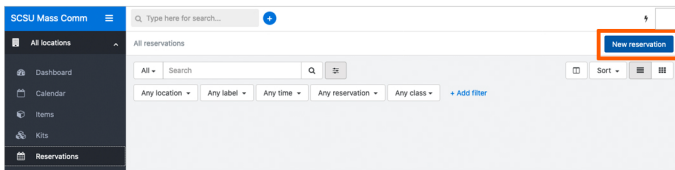
STEP 7 Choose the desired kit to reserve and press the **Add 1 kit** button. Kits can be sorted using the Equipment Type menu.



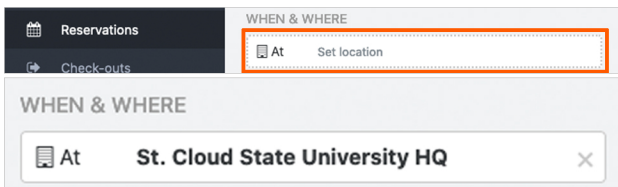
STEP 2 Click the **Reservations** button.



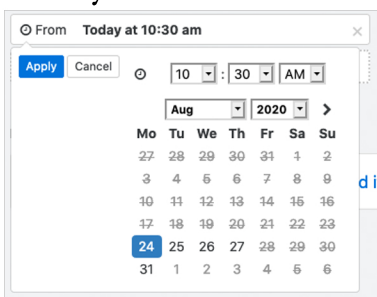
STEP 3 Click the **New reservation** button.



STEP 4 Click the **Set location** field and choose **St. Cloud State University HQ** from the list.



STEP 5 Click the **From** and **To** fields. Select the days and times of the reservation.



STEP 8 Choose a class from the **Select class** list.



STEP 9 Click the **Reserve** button in the top right corner of the screen.

