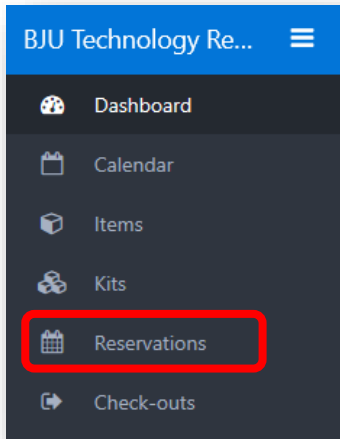


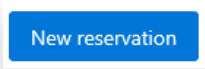


CHEQRROOM Quick Reserve Guide

Welcome to the Technology Resources equipment reservation system!

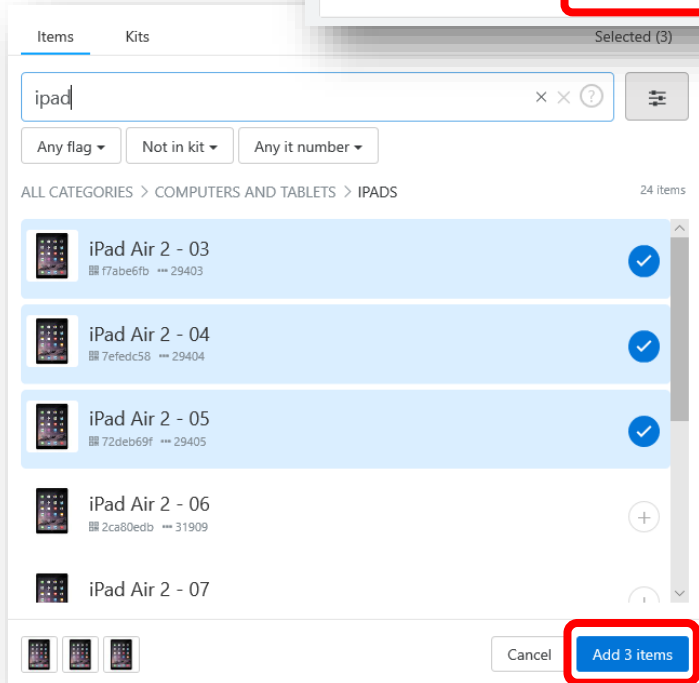
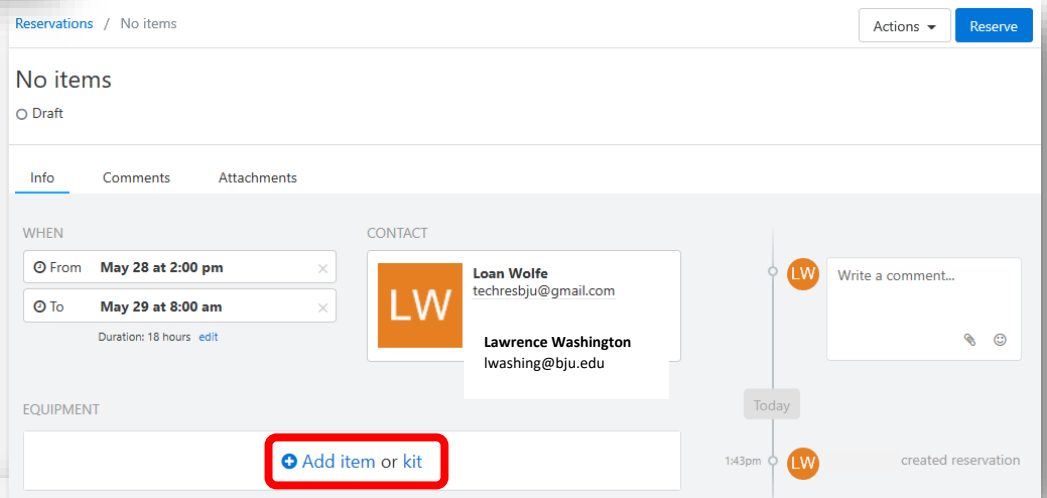


1. Log in to CHEQRROOM with your **BJU email address** and password at <https://app.cheqroom.com>.
2. Select **Reservations** in the left-hand menu.
3. Click the blue **New Reservation** button.
4. Under **WHEN**, enter the dates and times you will need the equipment. (CHEQRROOM will prevent you from booking pickup and drop-off times when Technology Resources is closed.)
5. Under **Equipment**, select **Add item** or **kit**. You can search by category or keyword.

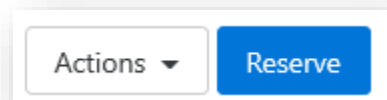


NOTE: You will only see items that are available during the dates and times you selected.

6. Select the item you wish to reserve. You can select more than one item in the list.



7. Click the **Add items** button at the bottom right corner of the window.
8. After selecting all the items you need, click the **Reserve** button at the top right of the page. You will receive an email confirmation of your reservation.



Reserve items on the go!
Download the CHEQRROOM app for both Android and Apple devices. (Not all options are available in the mobile app.)