

Calendar Resource Account Request Form

Use this form to request the creation of a calendar resource such as a conference room, department calendar, or equipment. Departments that need accounts for faculty, staff, or student assistants should go to the Service Desk Forms page http://www.servicedesk.calpoly.edu/forms/comp_forms.html Additional information on scheduling, viewing, and maintaining calendar resources is available at <http://email.calpoly.edu>

Requestor Information

Requestor's Name: _____ Office Phone #: 756-_____
Email address: _____ Department: _____

Conference Rooms

Use these guidelines developed for conference rooms that will provide consistency and ease of identification within the calendar system.

*Conference rooms will be set up using the following format as an example:
01-409 4th Floor Conf Room*

Please complete the following information for the creation of a conference room resource

Building Number - Room Number: _____

Description: _____ (32 character limit)

Contact Name: _____ **Contact Phone Number:** _____

Capacity: _____

The Contact, Contact Phone Number, and Capacity information is viewable in the calendar system.

Department Calendars and Equipment

*Department calendars and equipment will be set up using the following format as an example: CSO Calendar
CSO Laptop #2W*

Name of Calendar or Equipment: _____

(Optional: Use unique identifying characteristics such as "1" or "2" or serial number when appropriate.)

Contact Name: _____ **Contact Phone Number:** _____

This form may be mailed via campus mail to the ITS Service Desk, building 14 room 114 or faxed to (805) 756-1536. Questions? Contact the ITS Service Desk at servicedesk@calpoly.edu or (805) 756-7000

Cal Poly, SLO Information Technology Services Office Use Only

SRS Case ID: _____ Processed BY: _____ Date Processed: ___/___/___
User Login: _____ Creator's Initials: _____