How to reserve a Computer using GT Reservation System

<table>
<thead>
<tr>
<th>Notes</th>
<th>Screenshot</th>
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<tbody>
<tr>
<td>Go to library.gatech.edu/computing to reserve a machine</td>
<td><img src="image" alt="High Performance Computing" /></td>
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</table>

**High Performance Computing**

- 3rd floor, Crosland - OPEN
- Dell high performance workstations, dual 24" monitors
- **Capacity = 16 (Covid Capacity = 6)**
- **Availability = RESERVE computer, Request keyboard/mouse by contacting us via Ask Us! or texting 770-691-5275**

Software: Adobe Acrobat, Office, SAS, ArcGIS, Tableau Desktop, R Studio, QGIS, Google Earth, Python, Jupyter Notebook
**How to reserve a Computer using GT Reservation System**

You will be sent to the login page. Use your GT login username and password.

To select a computer to reserve use the top menu items.
<table>
<thead>
<tr>
<th><strong>Select the site you want to reserve the computer. It is organized by building.</strong></th>
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</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Image of GT Reservation System" /></td>
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<tr>
<td><strong>Select the location where you want to reserve your computer. It is sorted by color zone.</strong></td>
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<tr>
<td><img src="image2.png" alt="Image of GT Reservation System" /></td>
</tr>
<tr>
<td><strong>Select the Resource type. It is sorted by computer type.</strong></td>
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<tr>
<td><img src="image3.png" alt="Image of GT Reservation System" /></td>
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</table>
Select the Resource State. Most should select Available so it can show you all computer that are available to book.

Pick a date you want to reserve a computer.
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Select a time to reserve your computer.

You can reserve at a maximum of 2 hours.
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You can see the time reserved represented by the color bar.

You will receive an email to confirm your reservation.
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You can change your time after your confirmation.

If you want to cancel your time. Just select your time and select delete.
You can confirm your reservation is canceled because there is no colored bar in the time slot.

If you need to select a different date. Use the arrows adjacent to the date or just click on the date and a calendar will arise.
Quick Booking is an option to reserve a computer if you do not have a particular computer you want. To utilize Quick Booking, make the selection and you will see the following.
Select where you want to reserve the computer or select anywhere if you don’t have a preference.
Select what type of resource type (computer) you want or select anything if you don’t have a preference.
Select specific type of resource type (computer) you want or select “Now” if you don’t have a preference.
Select the duration of time you want the computer for. Maximum time is 3 hours.
Select Find. Review the information provided on the right side. If it matches all of your preferences, Select Yes. If it does not, Select No and make changes as needed.
After you select Yes, you will see your reservation information listed on the right side of the menu. Select Finish when you are done reviewing.

You can see your reservation via the My booking screen.
This is an example of when there is no reservation for your account.