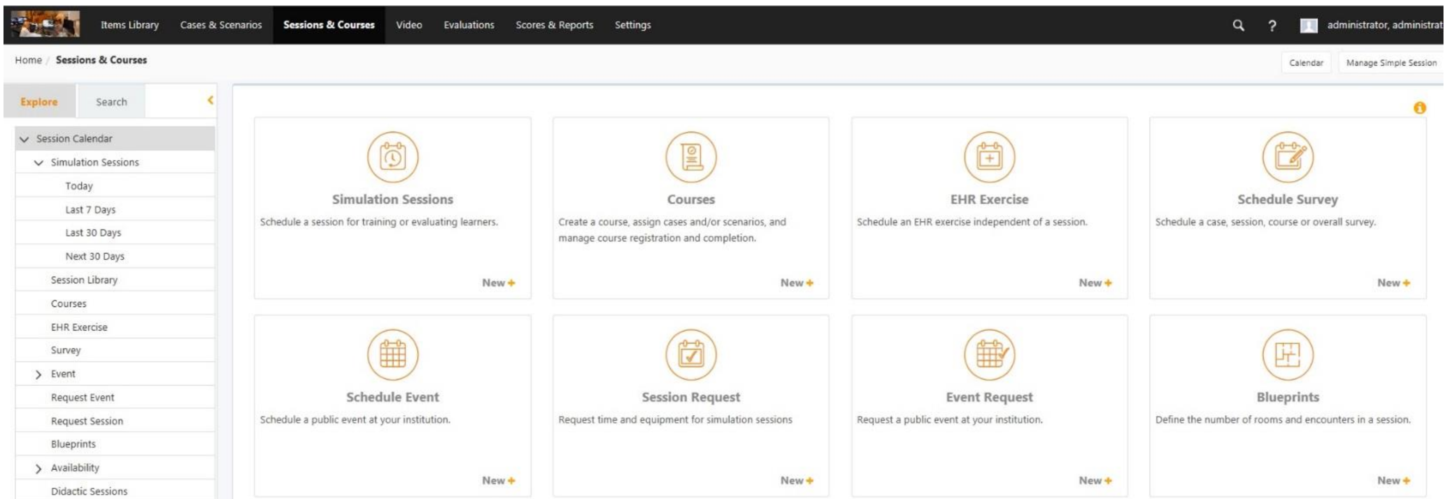
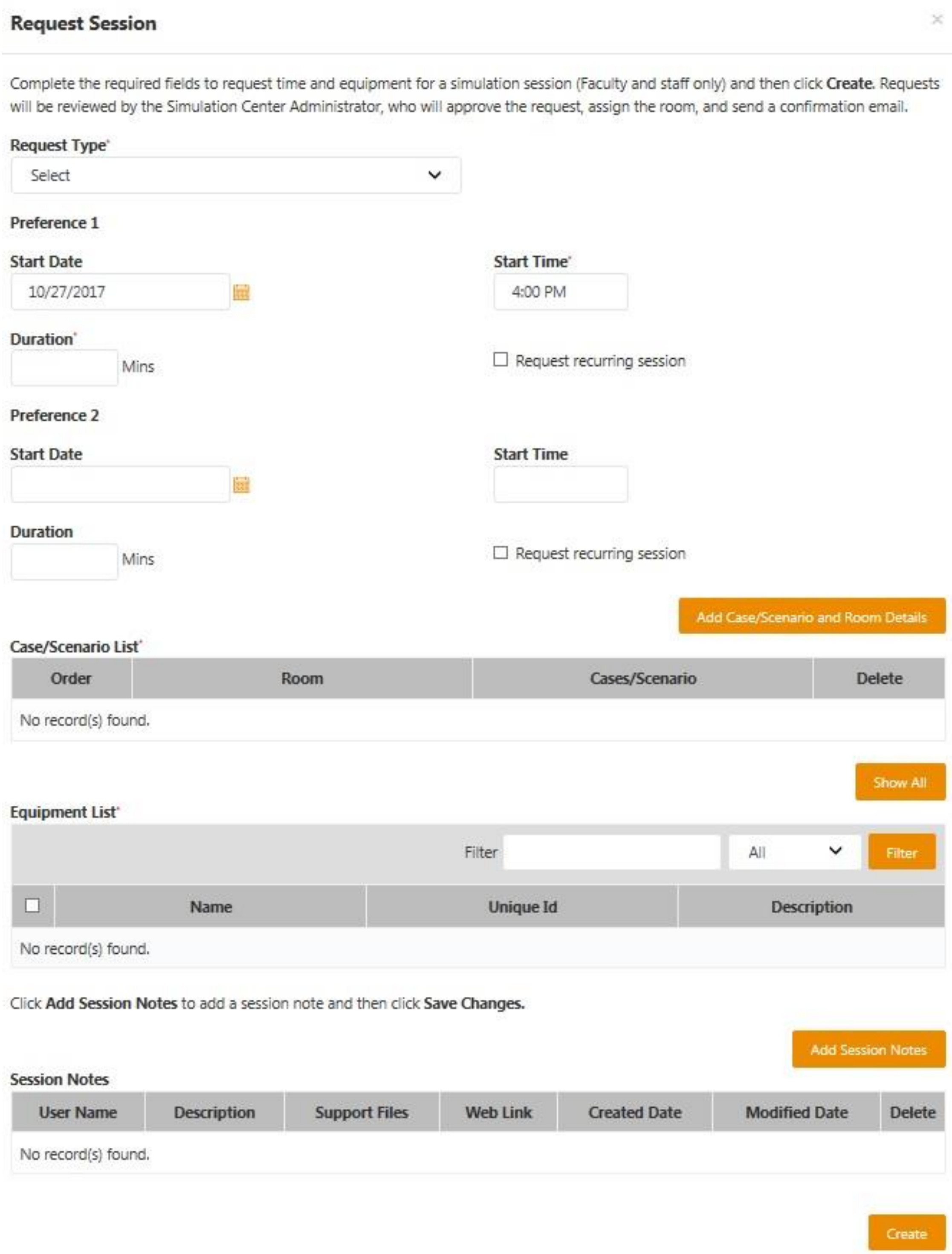
Session Requests

Educators and staff can request time and equipment for a simulation session. Requests will be reviewed by the Administrator, who will approve the request and assign the room; or, decline the request or send it back for resubmittal. The requestor will receive an email if email service has been configured with your system.

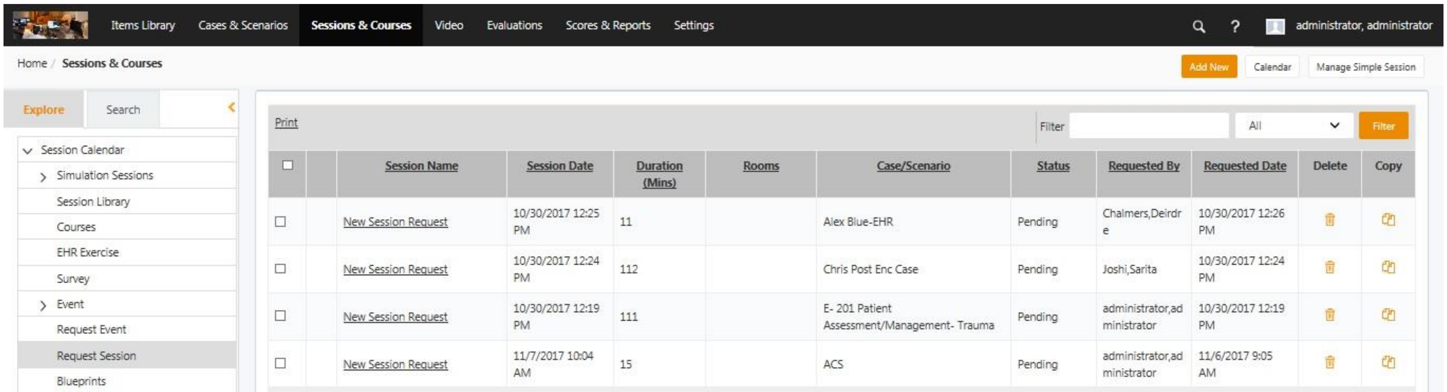


1. Click **Sessions & Courses** > **Session Request** > **Add New**.



2. Complete the required fields and then click **Create**.

View Session Requests

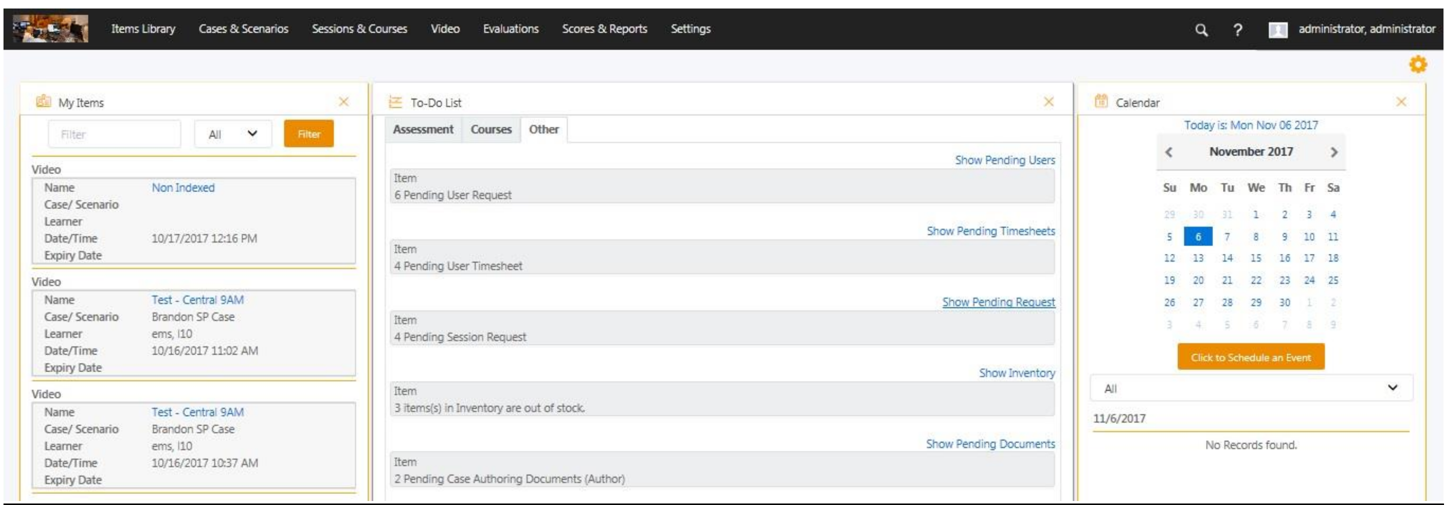


Click **Sessions & Courses** > **Session Request** to locate your Pending session request.

The status will be shown as **Pending** until the Administrator approves or rejects the request.

Click the Session Name to review or add information to your request.

Session Request Notification



From the **Dashboard To Do List,** the Administrator clicks the **Other** tab and then clicks **Show Pending Requests** to review pending session requests.

The administrator can approve, send back for resubmittal, or cancel the request.

You will be notified by email of the status of your request if email service has been configured with your system.