

Teachers,

Below is the link for the on-line lab scheduler. A few items to note:

1. You need to change your password as soon as you log in
2. User name – first and last name with not dots or spaces in between
3. Your password is the word *password* (which is why you need to change it when you log in)
4. To change your password click on your name in the upper right hand corner. You will see an orange box that says “change password” click on that and follow the steps
5. Once you begin to schedule lab time be mindful that you can only schedule 2 days in any one week.
6. If you reserve the **library space** you may only reserve the space for ½ the block. If you need the full block you need to sign up lab 150 or 151.
7. Currently we are only scheduling 3 weeks out
8. There will eventually be a link on our school web page but currently there is not
9. You will need to have a seating chart on file prior to bringing your class(es) to the lab

<http://www.labandresourcescheduler.com/Default.aspx>