PROCEDURE ROOM RESERVATION

Step 1: Enter URL HTTP:\\rap.uc.edu/aops in browser

Step 2: Enter Input ID and password (UC Login 6+2 and UC Password)

Step 3: Click the Animal Operations tab and click Reserve Room

Step 4: Complete the fields. (* Indicates mandatory fields)

NOTE: PLEASE RESERVE YOUR PROCEDURE ROOM AT LEAST 3 BUSINESS DAYS IN ADVANCE.

Make New Reservation

This form allows the reservation of procedure or a surgery room.

1. * Select Procedure/Surgery Room

2. * Start Date:

3. *Select Duration

4. Reservation Notes:

Type in this field any special requests.
1.1 Click the drop down box next to “Filter by.” Select “Building” and type in the one you need. (Medical Sciences Building, Vontz or Reading.) Click “Go.” Then, select the room number you want by clicking the bubble. Click “OK” at lower right to save and advance.
2.1. Click the start date calendar icon to the right of the window. A calendar will appear. Click the date you need to reserve the procedure room. In the “Time” window below it, type in the start time you want to reserve the room. Click “Done” when finished.

**NOTE:** DO NOT ENTER ANYTHING IN THE HOUR AND MINUTE FIELDS.

**NOTE:**

Do not enter anything for “O” into the “Hour” and “Minute” fields.
The time entered in the “TIME” field is the start time you want to start using the procedure room.
3.1. Click the drop down arrow to select the duration of time you will need to work in the procedure room. Be sure to include set up and clean up time when you are done.
When you are finished, click “OK” to save and submit your procedure room reservation request. You should receive a confirmation.