

How to Sign up For Computer Lab Time

- ❖ View the Computer Lab Calendar using the link on the MS Technology homepage to view availability
- ❖ Click on the **Computer Lab Request Form** link on the MS Technology homepage.
- ❖ This link will take you to Eduphoria - Log in
- ❖ Choose the **FormSpace** icon
- ❖ Click on the **Submit New Form** - bottom left corner
- ❖ Click **Next** - bottom right corner
- ❖ Choose the form titled: **Computer Lab Request Form** - this will highlight it orange
- ❖ Click **Next** - bottom right corner
- ❖ Click on **Begin to Editing Form** - bottom right corner
- ❖ Fill out the form - please be as thorough as possible
- ❖ When the form is complete, click on the **Submit Form** button at the top of the form
- ❖ The form will then be sent to Leslie and she will approve or disapprove the request based on availability. You will be notified via email (from School Objects) as to the status of your request
- ❖ If approved, the request will be added to the calendar.