

Moody College Equipment Checkout Spring 2024 Equipment Reservation Procedures

- **Online Reservation Portal:** <https://webcheckout.moody.utexas.edu/sso/patron#!/>



- **Equipment Reservations:**

- Reservations must be created online a minimum of 24 hours in advance.
- Walk-in and/or same-day reservations are not allowed.
- All reservations will be pending in the system until approved by checkout staff within 24 hours of the scheduled pick-up date/time.
 - Users will receive an email confirmation upon reservation approval.
 - Users will be contacted via email if a reservation is canceled or cannot be approved.
- Reservations over 20 items require a Project Request Form to be submitted and approved by an instructor a minimum of 72 hours in advance.
 - Request projects using this link: [Project Request Form](#)
 - Student username to access this form is yourEID@my.utexas.edu
 - TA's and instructors with multiple project requests from the same user group should contact checkout staff at moody-checkout@austin.utexas.edu



- **Equipment Reservations (equipment labs):**

- Equipment lab reservations should be made by the course instructor or TA a minimum of 48 hours in advance (excluding weekends).
 - We recommend that equipment lab reservations are scheduled as far in advance as possible to help ensure proper equipment availability.
 - Students will not be allowed to create individual equipment reservations for labs
 - Please do not send students down in groups to pick up lab equipment individually.
- **Parking spaces are available in front of main entryway for loading and unloading of equipment only.**
 - **Please see staff for a temporary parking permit upon arrival.**
 - **Modifying parking permits is strictly prohibited.**
 - **Parking privileges will be revoked for the remainder of the semester for those individuals found in violation of this policy.**

Location: HSM 2.102 (brown doors in alleyway between CMA/CMB)

Hours: Mon – Fri, 8am-5pm

Phone: 512-471-6565

Email: moody-checkout@austin.utexas.edu