Moody College Equipment Checkout
Spring 2024 Equipment Reservation Procedures

- Online Reservation Portal: [https://webcheckout.moody.utexas.edu/sso/patron#](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](mailto: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