How to Create a Reservation using Usher

1) Call 512-471-6565 or drop by Equipment Checkout (HSM 2.102) to set up an appointment. If you skip this step, your reservation is subject to cancellation!

2) Using Firefox or Chrome, Go to [http://rtf.utexas.edu/equipment](http://rtf.utexas.edu/equipment) and click “Equipment Reservation System”

3) You will be taken to a sign-in screen:

   ![Login screen](image)

   - **Welcome to Usher**
   - **Please Login to access your College of Communication Services.**
   - **UT EID:** [Enter EID]  **Password:** [Enter Password]  **Login**

   - Don’t Remember your EID or Password?
   - I need a UT EID
   - Help

4) Login and you will be taken to USHER> Services: Click “RTF” or the film camera icon

   ![USHER services](image)

5) Which will take you to USHER> Services > Equipment Reservation:
6) Change the dates and times to correspond with the appointment you made in Step 1 & click Set Dates. This will take you to the following page:

7) Make sure that “Available” is checked and that “RTF” is the chosen location. Then, type Keywords into the search bar to look for equipment. For Example:

8) Select items you would like to reserve by clicking “Add to Cart.” If an item has been successfully added to your cart, it will turn purple and say “In your Cart.”

*Pro Tip: Leave the “Category,” “Brand” and “Model” fields at the default.

9) Repeat steps 7 & 8 until you have reserved all of the equipment you want. Then click “Proceed to Checkout” or click the shopping cart icon. You will be taken to a terms page. Check the box “I agree to comply with these rules” and click “continue”:

10) Click “Reserve these items.” You will be taken to a terms page. Check the box “I agree to comply with these rules” and click “continue.”
11) You will be taken to the reservation details page. Enter the reason for this check out, ie “RTF 366K Project 1”. Select the correct option from the travel your group via their EID (if working in a group). Answer all questions honestly and click “Continue”. If you have issues finding an item or questions about y notes to staff field. This will send an email to Linda and Lauren and give us the opportunity to assist you before you arrive at checkout.

12) You will be taken to a final confirmation page telling you that your reservation was successful, and giving details of the reservation. You will also receive the confirmation page and receive an email, your reservation is NOT complete.

13) If you've reached this confirmation page, your reservation is complete! Go to Equipment Checkout (HSM 2.102) at your scheduled appointment time. If you need to make changes to your reservation after you've completed it:

Click the “View Reservation History” button located on the Reservation Confirmation Page and also on the page where you set the dates for a reservation. checkout appointment, you will be able to add or delete items from your reservation.