USING ONBOARD WEB

agilquest®

WEB ACCESS AND LOG-IN

OnBoard Web site: reservations.nci.nih.gov
Log-in: On the Welcome screen, enter your NIH credentials

MAKE A RESERVATION

1. From the Home screen, go to *Make a Reservation*

2. Select:
   * Region, Location and Facility
   * Category: Conference Room
   * Start Date & Time and End Date & Time
   * To add specific search attributes, click on the *Additional Options* button to view a list of attributes
3. Click *Search*: Conference Room list will appear
4. Select desired room from the Availability, Floorplan **or** Calendar tab and click *Continue*
5. Enter reservation name and number of attendees
6. Add *Equipment* and/or *Services* through reservation tabs
7. Once finished, click *Submit*

MANAGING RESERVATIONS

1. Click the *Manage Your Own Reservations* link
2. Select the date range and click *Search*
3. To modify, click *Modify* button for selected reservation & make your changes
4. To check-in, click the *Check-in* button & submit
5. To cancel, click the corresponding *Cancel* button

Advance booking may be made 365 days out from current date, including recurring reservations.

QUICK TIPS/IDEAS

* Set preferences by going to *Profile: View Your Profile*

NEED HELP?

* For questions or assistance, contact the Conference Center at fnlconfcenter@nih.gov or 301-846-1111