

## Registration Form for Visual Time (Room Scheduling Program)

Provide the information below to register for the new electronic room scheduling program (Visual Time).

I understand that I will need to attend a training session for an overview of how to use the program, which is replacing the Room Reservation Book in the mail room as of 12/1/18. Sign up sheets for the training sessions, which will be the week of November 12<sup>th</sup>, will be posted in the Mail Room. You will receive your log in information at the training session.

I am a:  Resident  Staff Person

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Type of device I will use:  PC  Mac  Mobile

I do not use a computer and will need to understand my options

I agree to use the Visual Time program appropriately and will attend a training session.

**Turn in this form to the Reception Desk**

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