

EH&S / Departmental Research Laboratory Evaluation Scheduling

We are using Microsoft Bookings (Bookings) as a scheduling tool to book or schedule appointments. Bookings allows you to select from a list of available days and times to meet your schedule.

Bookings is web based, can be accessed on desktop computers or mobile devices, and does not require additional software. Bookings automatically updates the Evaluator's calendar with your request. Evaluations must be scheduled at least 24 hours in advance.

How to Book or schedule an Evaluation with Bookings

- Click on "Schedule an Evaluation" at the bottom of this page
- Select a date from the Calendar
 - NOTE: Bookings must be made at least 24 hours in advance
- Select an available time
- Scroll down to the "Add your Details" section
- Enter your name (required)
- Email address (required)
 - The confirmation message will be sent to this address
 - Note: email address must be in the CSUN domain format xxxx@csun.edu
- Phone number (required)
- Address – not required (optional field)
- Add any notes or information for the evaluator
- Lab Location (required)
- Select "book"
- A thank you for booking message will appear and a confirmation message is sent to the email address provided.

Confirmation Message

- The confirmation message will be sent to the email provided when you booked the evaluation
- The message will include the day and time of the Booking
- An attachment (bookings.ics) that may be used to update your calendar
- A "Manage Booking" button that allows you to reschedule, cancel, or create a new booking

If you have any questions please contact us at ehs@csun.edu or (818) 677-2401

**Schedule an
Evaluation**

[COVID-19 Research Assessment Plan](#)