ACCESS THE PORTAL

Login to https://videoexpress.purdue.edu/ using your Purdue Career Account

CALENDAR FUNCTIONS

Clicking on the Calendar icon in the top left corner will open the My Reservations tab showing your upcoming reservations. If you have a reservation, you can click under Actions and View Reservation Details.
1. From this window, you may Click to Cancel your reservation if you no longer need the room. The Status on the My Reservations will change to Cancelled, and you will receive an e-mail confirmation.

2. You may also click on the Date and Time and add the event to your Google Calendar if you use it.

**MAKING A RESERVATION**

After you click on Make Reservation, you are presented with a series of options to narrow down the availability and need.

1. SEARCH BY – You may search by Location (choosing the site you want) or Reservation Time (selecting the duration & date).
SEARCHING BY LOCATION

1. SEARCHING BY LOCATION – You will first see Location Choices, then Duration, then Date and finally, Reason (Academic or Non-Academic) and click NEXT ….

2. AVAILABLE TIMES – The system will then search for available times meeting those criteria and display those for you to choose from. You select an available time, and enter any comments and a contact number and click the SCHEDULE button. You will get an email confirmation of the reservation. Remember to cancel the reservation if you find you do not need it.
SEARCHING BY RESERVATION TIME

1. SEARCHING BY RESERVATION TIME – You will select the Duration, the Reason and a Date and click NEXT....

2. AVAILABLE TIMES – The system will then search for available times meeting those criteria and display those for you to choose from. You select a DATE, then a ROOM. You will be asked for any comments and a contact number, then you click the SCHEDULE button. You should get an email confirmation of the reservation. Remember to cancel the reservation if you find you do not need it.