

# My Learning Plan - Reserving a Room at Wilson



1. From the ACTIVITY PROPOSAL form (on MY LEARNING PLAN), when it asks for ROOM SET UP PREFERENCE, click [CLICK HERE](#) to go to the additional form (This will only work on a TPS COMPUTER).

Room Set Up Preference (if hosted at Wilson) --- Click To Select ---

If requesting a room at Wilson Teaching and Learning Center, please [CLICK HERE](#) to reserve your room.

Equipment Needs (Please check all that apply.)

- LDC PROJECTOR
- INTERACTIVE WHITEBOARD
- WIRELESS MICROPHONE
- VCR/DVD
- EASELS/PAPER
- DOCUMENT CAMERA
- MOBILE COMPUTER LAB
- SOUND SYSTEM
- OTHER

2. In the new tab, click [REQUEST TO USE MY SCHOOL BUILDING](#).

**INSIDE TPS** HOME | INTERNET

**Request a TPS Facility**

[Instructions for requesting a TPS facility \(My School Building instructional video\)](#)

[Request to use My School Building \(login\)](#)

Note: Requests must be submitted at least 10 days before the event.

**Facilities Utilization Department**

Linda Caine, Facilities Utilization Specialist  
Wanda Sizemore, Clerical Assistant

**Location:**  
Education Service Center  
3027 S. New Haven Ave.  
Room 524  
Tulsa, OK

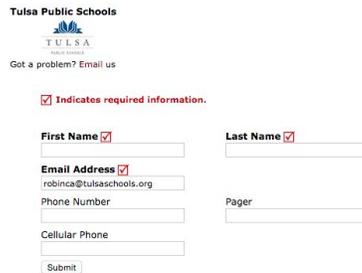
**Mailing Address:**  
P.O. Box 470208  
Tulsa, OK 74147-0208

918-748-8554 (office)  
918-748-0900 (fax)

3. On this screen, enter your email and click SUBMIT.



4. Next it asks for your first and last name. Also confirm that your email address is right. NOTE: *The red boxes with checks indicate required questions.* If you want, you can also enter a phone number. When you have filled out the required information, click SUBMIT.



5. This page gives you several options. You will pick the one that best describes your reservation needs. For instance, I want to hold my green screen session just once, so I would pick **NORMAL SCHEDULE**. Even if I planned on holding the green screen class several different times, I would still pick **NORMAL SCHEDULE**. On the other hand, if you were scheduling Early Release Days or Department Head meetings, you would pick **RECURRING SCHEDULE** since you would be meeting on a regular basis.



- Select the schedule that describes your reservation needs. This will take you to a form that asks for specific information about your reservation request. *Remember that the red box with the checks indicate that are required questions.*

- Once you have selected LOCATION, you will have the opportunity to request a specific room. Click on the BINOCULARS icon beside the ROOMS question. This will pull up a list of rooms. Pick one (even if you don't care which room you get, it's still a required question). ***It's important to note that selecting a specific room doesn't guarantee you will get that room as room assignments are subject to change.***

- In ORGANIZATION INFORMATION section, you will pick your department or school by clicking the binoculars icon. This will bring up an alphabetized list which you can select from. Selecting a department or school from this list will auto-populate the other fields in this section. If you cannot find your organization in the list, you can type in in the NEW field if you need to (but this will not auto-populate the other fields, so don't forget to fill those out!)

### Organization Lookup

**Quick Search**

1 - 15 of total **482** listed ◀ Previous 15 Next 15 ▶

Organization: 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J  
 K L M N O P Q R S T U V W X Y Z **All**

Organization
3D Elite Student Athletes
ACT
Ali, Mohammed
All Souls Unitarian Church
Alliance Francaise de Tulsa
Aloud Love
American Grappling Federation
Amy Clark
Amy Willett
Anderson Elementary
Annie Ferris
Anthony L. Marshall
Any Given Child Tulsa
Arleen Bernart
Athletes First Basketball

9. If you are a TPS employee, you don't need to worry about the insurance section. Finally, at the bottom of the form, it asks for a password. That password is ***password***. Once you have filled out the form, click on SAVE. And that's that!

**Number Attending**

Number of Adults

Number of Children

**Other Needs**

**Event Visibility** Display events on the facilities use calendar    Yes  No

**Password**  [Forgot Password?](#)