Use DUO login information

Click Room Reservation under myAccess tab
How to Reserve a Conference Room in Cbord

Click to open calendar to pick date and click drop down to pick start time

Click Reserve of the room desired

Add up to 6 people to have swipe access

Choose notification preferences

Name Reservation

How many hours?

Note: Build setup up and breakdown time needed into reservation, the door cannot be opened before the exact start time of the reservation.
How to Reserve a Conference Room in Cbord

Two different ways to check availability by room
https://idcard.baylor.edu/student/welcome.php