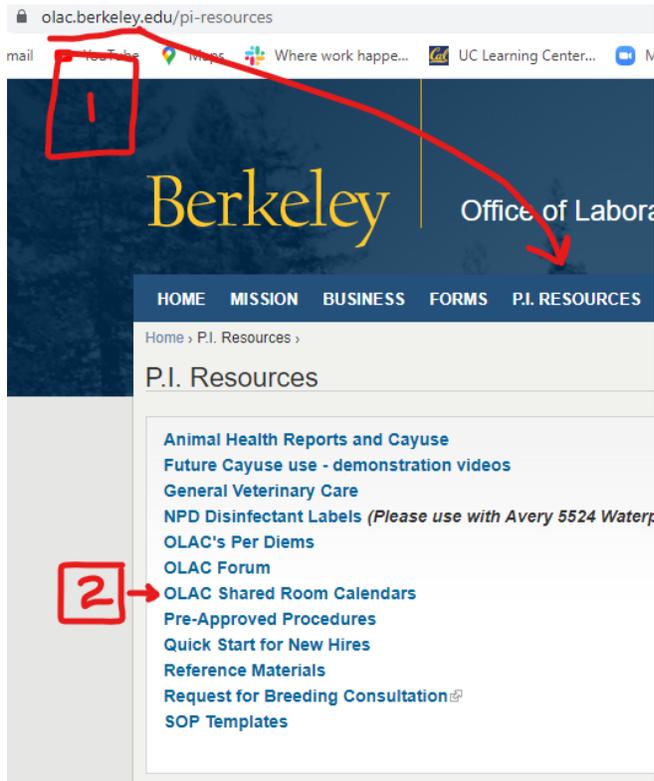


OLAC Shared Room Online Calendar Instructions

Go to the OLAC website, and

1) under the tab "PI Resources", there is <https://www.olac.berkeley.edu/pi-resources>



2) Click on the OLAC Shared Room Calendars link.

3) The login user name is based on the PI's last name, followed by Lab.

The password is the PI's **last name**. Example for Dr. Jae Doe's lab -

User name: **DoeLab** (case sensitive)

Password: **Doe** (case sensitive)

The screenshot shows the Berkeley Meeting Room Booking System interface. At the top, there is a header with the Berkeley logo and the text 'Meeting Room Booking System'. Below this, there is a navigation bar with links: Home, Rooms, Report, and Search. The main content area is divided into two columns. The left column lists various rooms, including '115a', '122C', '122E', '122F', '1244/1264', '126E', '127', '128B', '128C', '135B', '135C', '135D', '141 (Change Station 1)', '141 (Change Station 2)', '143', '147', '151 (Change Station 1)', '151 (Change Station 2)', '161', '163', '173', '175', '177', '178', '179', '181', '182', '183', '185', '187A', '187B', '187C', '187D', '195', and 'Laundry'. The right column shows a calendar view for July 2021. The calendar has columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. The date 07/30/2021 is selected, and the room 115a is booked for that date. The calendar also shows the date 07/30/2021 in the top right corner.