**OPP Training Office Laptop Reservation Process**

The OPP Training Office currently has a total of 20 laptops that are available for use by members of OPP. The laptops must be requested in advance using the following process:

1. In the Outlook calendar system, you would set up a meeting and designate “OPP Training Laptop Cart” as an attendee.
2. Please pick the date and time frame that you would need the laptops when setting up the meeting. (Keep in mind that if you need to pick them up the day before that you add that time into the meeting request).
3. Be sure to list a location so that we know where the laptops are going to be used
4. In the area provided to type in notes in the Outlook request, please indicate the number of laptops you need to reserve.

* If you need to use laptops and the time on the calendar is not available you may contact the training office to see if there are any laptops that will be available during that time. (i.e. someone requests to use only 4 and there would be 16 remining to still be used).

1. This will tentatively reserve the computers. The OPP training office will go in and accept or deny the request based on availability.
2. If the request is accepted, you will receive an email stating which laptops you have been assigned. (The laptops are numbered 1 – 20).
3. When you pick up the laptops, you will complete and sign an equipment sign-out form
4. When the laptops are returned you will sign this same form to note their return.

If there are any questions about training office laptop use, please feel free to contact either Michelle Yaple at [mly11@psu.edu](mailto:mly11@psu.edu) or Erin Barto at [edb175@psu.edu](mailto:edb175@psu.edu).

Thank you