

HOW TO GUIDE: PATRON PORTAL

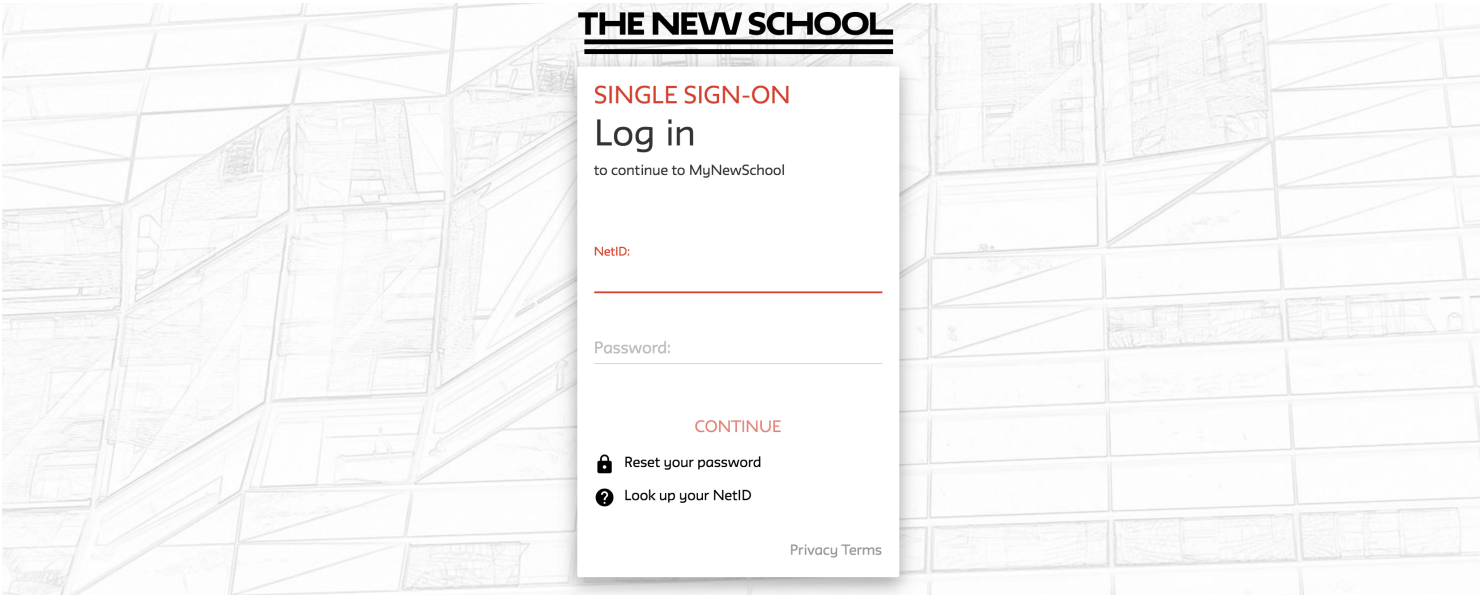
D12 PROTOTYPING SHOP

STEP 1 :

Navigate to the Patron Portal site,
(http://reservation.newschool.edu)

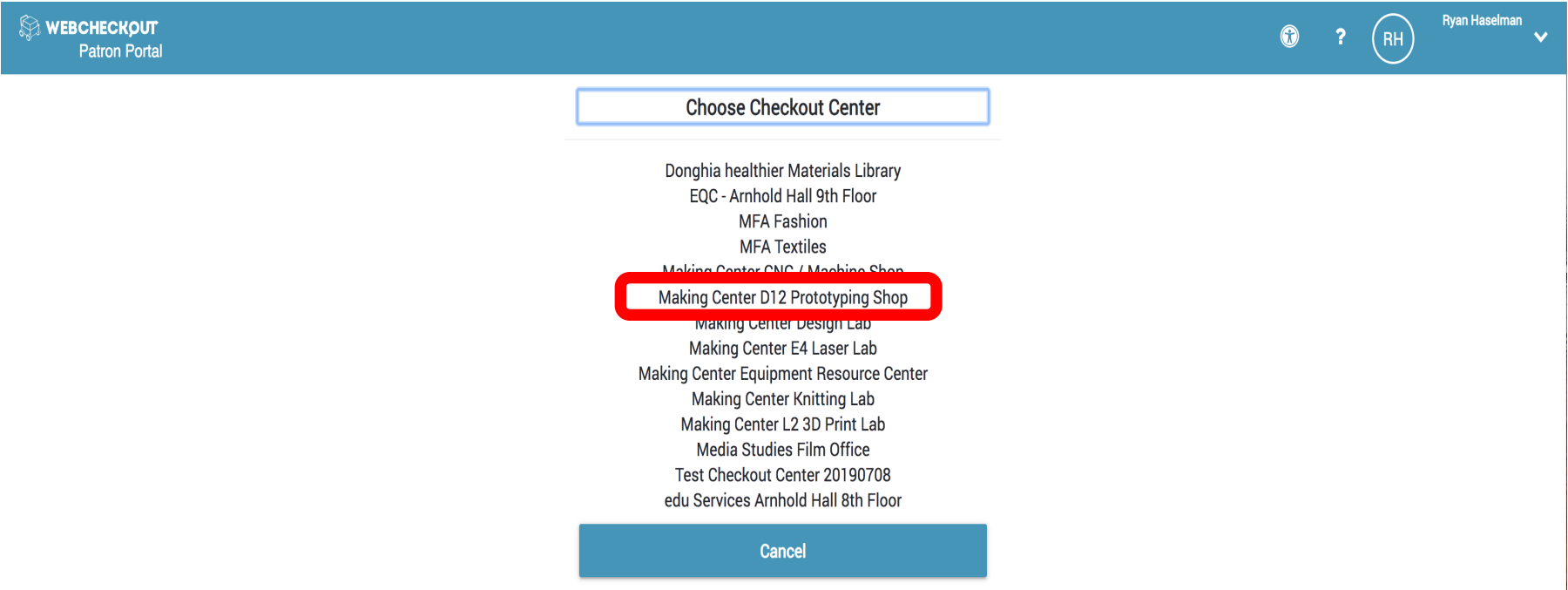
STEP 2:

Enter your New School NetID and password.



STEP 3 :

Select Making Center D12 Prototyping Shop.



STEP 4 :

Take note of any message which could include shop hour changes or links to how-to .pdf's, after reading press 'Close'

Message of the Day

Welcome to the D12 Prototyping Shop!

Our current open hours are:

Monday, Tuesday, and Thursday : 12pm-7pm

Laser Cutting, 3D Printing, and Othermill CNC ✓

Must make a consultation

Wednesday and Friday: 12pm – 7pm

Walk in 3D Printing ✓

Laser Cutting and Othermill CNC ✗


We offer Laser, 3D, and Othermill consultations are available every 30 minutes.

Close


STEP 5 :

Choose the type of consultation you need. For this demo we will choose 'D12 Lasers'


Select Type



D12 3D Printers



D12 Lasers




D12 Othermill CNC

STEP 6 :

Choose the Clock in the top left hand corner.

Home / D12 Lasers

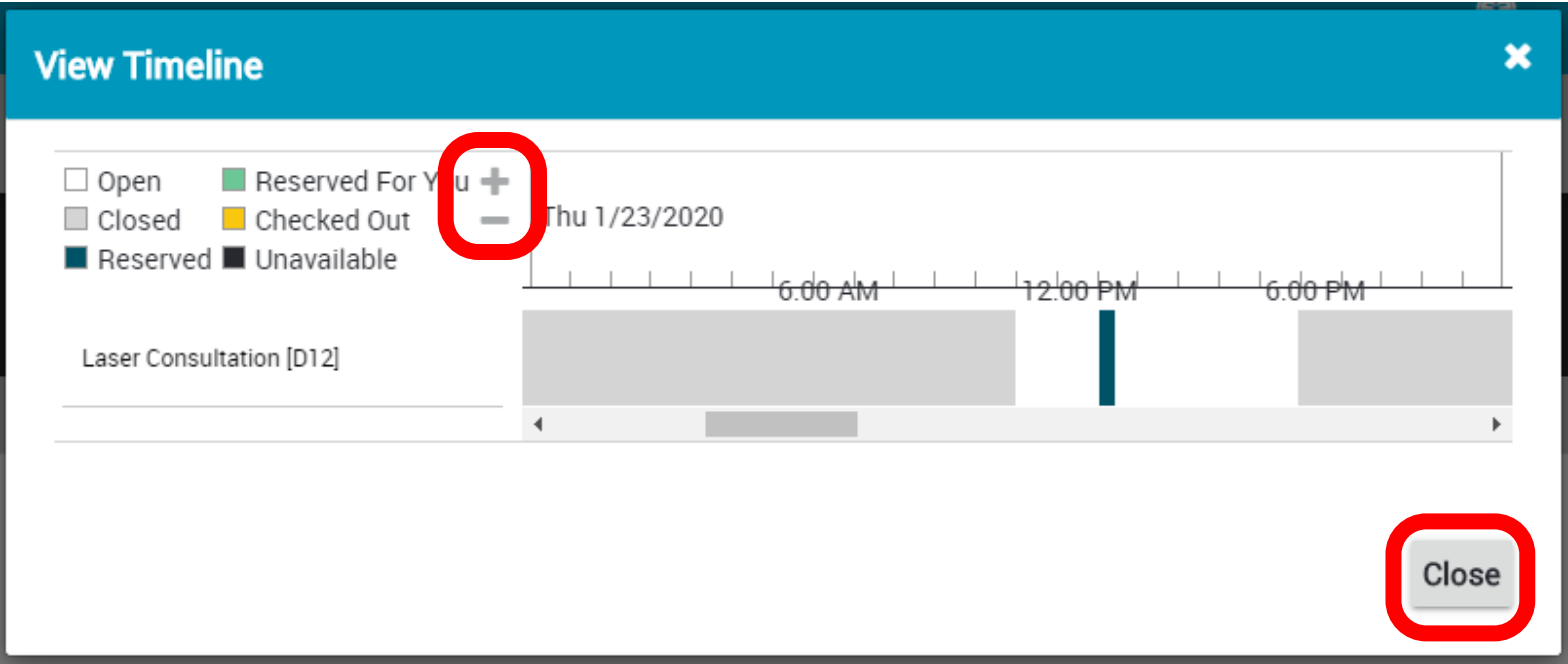
D12 Lasers



General Information

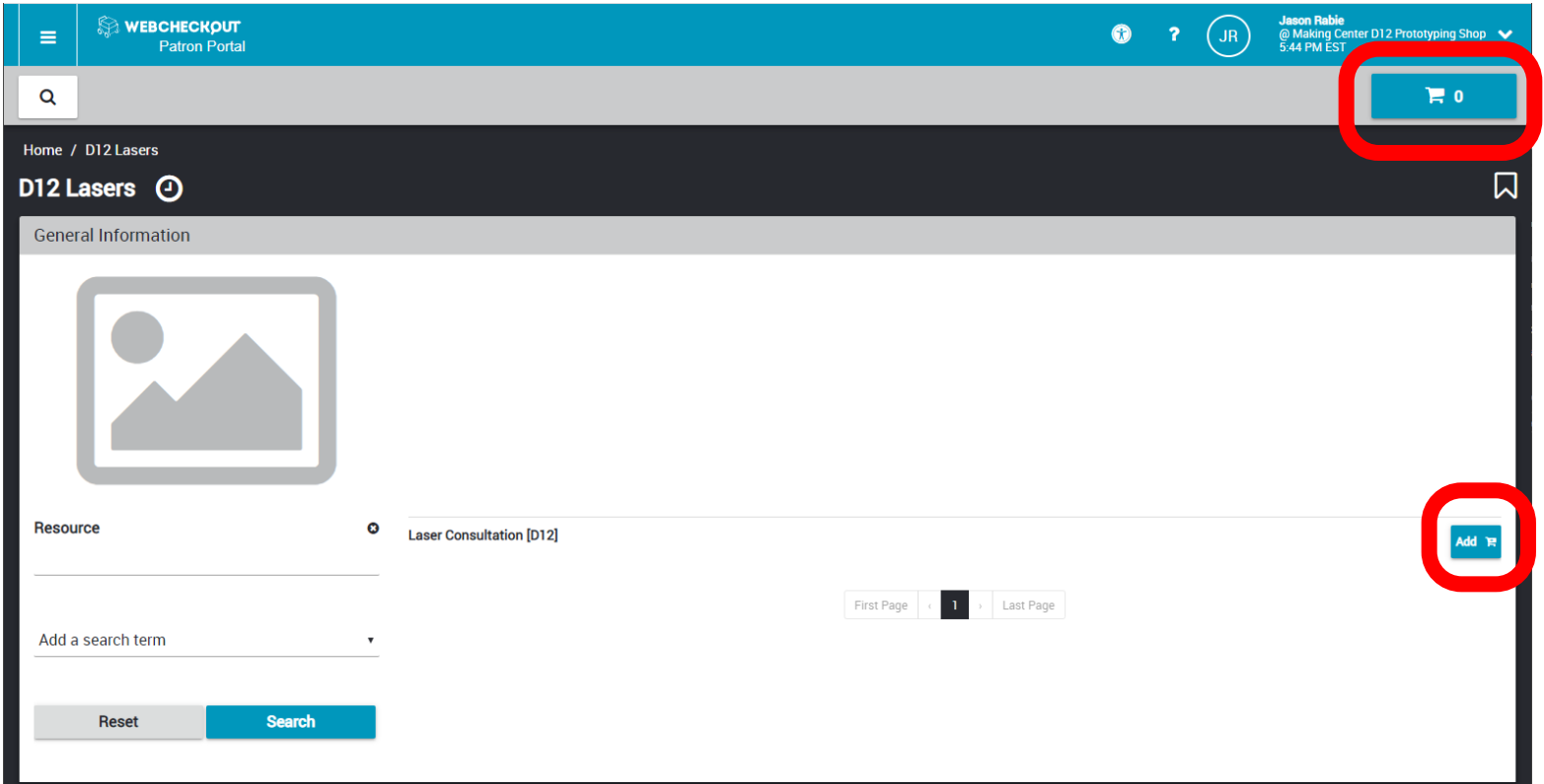
STEP 7 :

Find and **REMEMBER** a Date and Time for your consultation. Use the + and - zoom buttons if the schedule is hard to read. A blue rectangle means a consultation is already booked at that time. When you have found a time, select 'Close'.



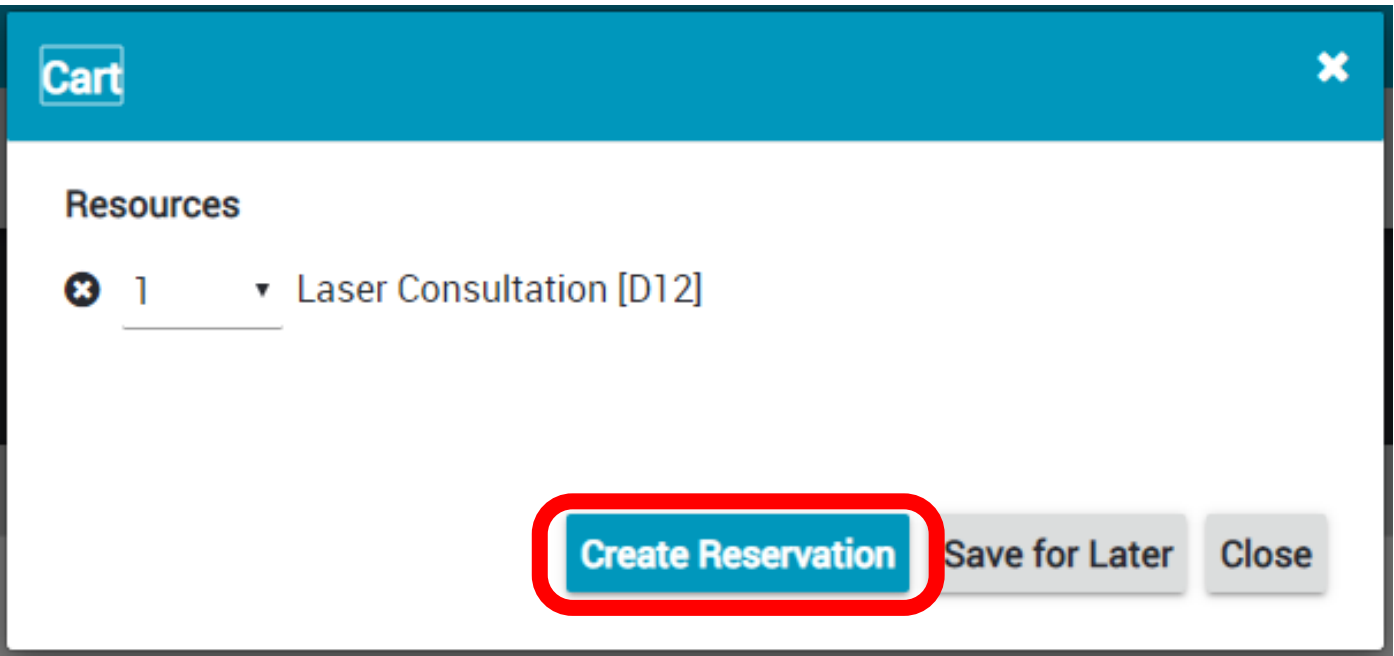
STEP 8 :

Choose 'Add' next to the laser consultation button. Then select the 'Cart' button in the top right.



STEP 9 :

Choose 'Create Reservation'.



STEP 10 :

Enter the Date and Time you **REMEMBERED** from Step 7. Then choose 30 minutes.

Review Your Reservation

Start Time

01/23/2020

05:30PM

Duration

30 minutes

End Time set to: Thu, Jan 23, 2020 6:00 PM

Resources

✕

1

Laser Consultation [D12]

Estimated Charges

\$0.00

Note to Checkout Center

Attachments

Attachment

Description

Uploaded On

None

Add Attachment

Remove Selected

Checkout Center Hours

Submit reservation

Save for Later

Close

STEP 11 :

If there are no errors, click ‘Submit Reservation’

Review Your Reservation

Start Time

01/23/2020

05:30PM

Duration

30 minutes

End Time set to: Thu, Jan 23, 2020 6:00 PM

Resources

✕

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CONGRATULATIONS!

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