

IMCA Edit Suites Policies and Procedures

*Lab fees are mandatory to book an Edit Suite.

Online Edit Suite Booking System (OBS)

Choose an Edit Suite: The “Areas” tab on the top left of the OBS page allows you to access the shared suites, special suites, and partitioned suites. Ask your teacher or the technicians which Edit Suites you have access to.

To log in:

User name: class number + section_(underscore) + your last name
(all in lower case). example: 210aa_smith

Password: your seven-digit student ID number

*If you have two last names, the first last name will be used

*If multiple students have the same last name, see an IMCA technician.

Booking Time and Accessing the Suites:

- **IMPORTANT: YOU CANNOT BOOK MORE THAN 4 HOURS IN A ROW, 12 HOURS PER WEEK.**

**If a student finishes his/her 4 hour-block and nobody is booked after, the student can upgrade his/her booking one hour at the time.*

**During the Overnight period (11pm to 7am) bookings can exceed 4hrs, and this time is not calculated into your 12 hour/week maximum.*

- Excessive edit suite booking can be subject to cancellation by IMCA technicians. The balance is very fragile. Please be respectful to other students. Any complaints made by other students will be considered carefully.
- The keys have to be picked-up and returned at the **EV Security Desk** by the person who booked the Edit Suite:

-DO NOT pick up a key without first making a reservation on the OBS.

-DO NOT pass the key on to the next student; ALWAYS return it to security yourself when your shift is over, as you are responsible for the contents of the suite.

- Students must ask for the KEY # and NOT for the room #.

Room Number

Key Number

EV.6-420

EV51

EV.6-425

EV52

EV.6-429

EV53

EV.6-618

EV54

EV.6-805

EV56

EV.6-815

EV59

EV.6-817

EV58

- Students more than 15 minutes late for a booking could lose that entire booking time.
- No food and drinks in the Edit Suites please!

Booking an Edit Suite through the Online Booking System implies that you have read and understood the present policy.