
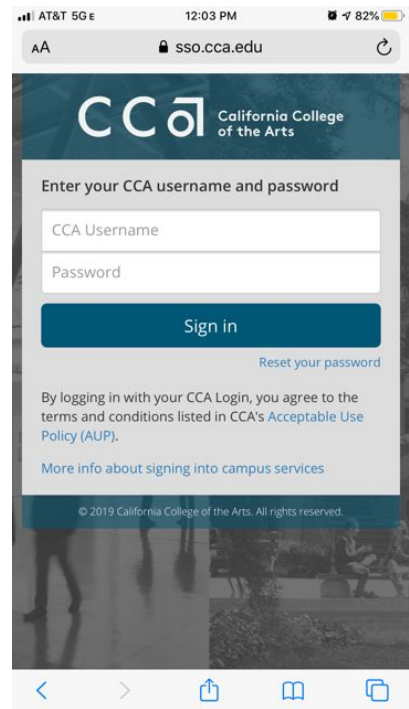


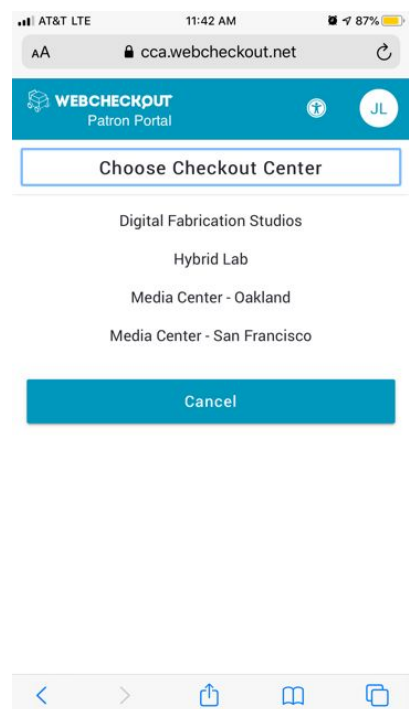
## Creating a New Reservation

Before beginning, **make sure you have recently attended an official orientation (first-time users) or recertification (returning users) for the equipment you would like to use.**

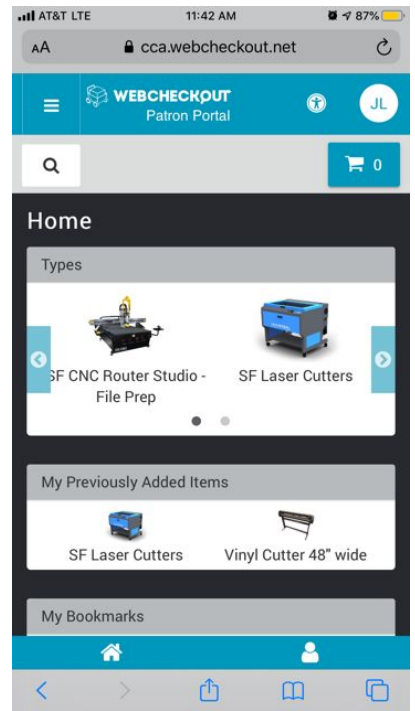
1. **Navigate to <https://cca.webcheckout.net/sso/patron#/>** in a web browser.
2. **Log in to CCA Single Sign-On.** If not prompted to log in, refresh the page to display the CCA SSO prompt for username and password. To log in to a different user account, click on the initials in the top-right corner, select “ Log Out”, exit the web browser, and return to Step 2.




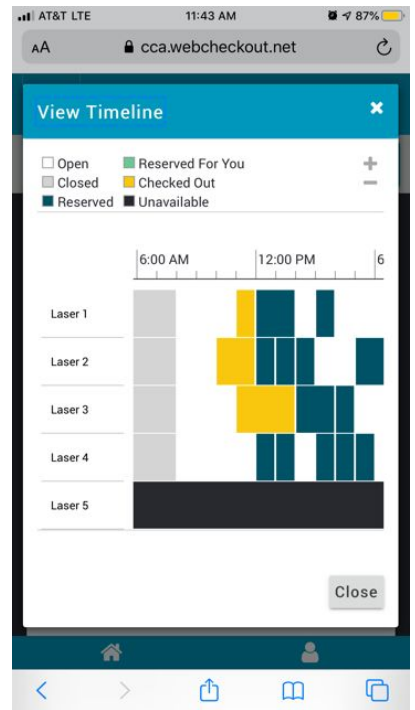
3. **Select “Digital Fabrication Studios”** from the list of checkout centers.





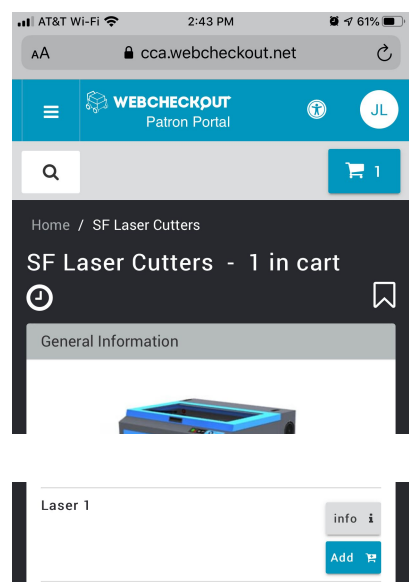
4. **Select the appropriate digital fabrication tool from the “Types” menu.** As an example, this guide will continue with “SF Laser Cutters.”



5. **Click the “📅” icon near the top of the page to view a timeline of equipment availability and make a note of the date and time when you would like to reserve your desired machine.** For the laser cutters, details such as bed size and material thickness can be shown by clicking the “” icon next to each laser cutter.



6. Click the “” icon next to your desired equipment when you are ready to start making your reservation.
7. Click the “” icon near the top of the page and then click “Create Reservation”.

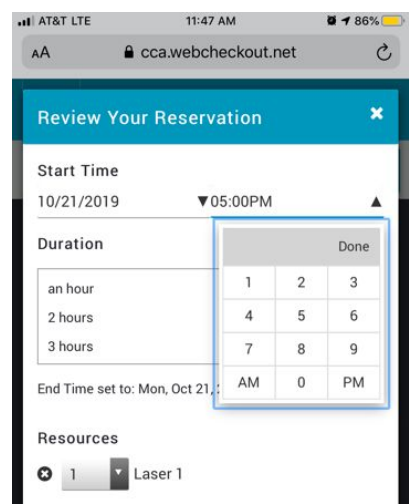


8. Enter the “Start Time” you noted in Step 6 and choose a duration for your appointment.
9. Click “Submit Reservation” to finalize your appointment. If the “Submit Reservation” button does not appear, read the notes under “Reservation has errors.” You must correct any errors in order to continue.

Common mistakes include:

- Reserving equipment when it is already booked
- Booking too many appointments in a single week
- Attempting to book more than one machine during the same time period
- Attempting to reserve equipment when you have fines or holds on your Patron Portal account

Please refer to our official reservation policies for details.



You're all set! Please be on-time and remember to check in with the lab monitor at the beginning of your appointment.

## Canceling an Upcoming Reservation

1. Log in to the Patron Portal.  
(<https://cca.webcheckout.net/sso/patron#!/>)
2. Click the “☰” button at the top of the Patron Portal page and select “My Account”.
3. Under “My Reservations”, click on the appointment you would like to cancel. (You may need to empty your shopping cart in order for the page to load.)
4. Click “Cancel Reservation”.

