

Request to Schedule a Classroom for Any Event

Log into the University Room Schedule web site at <https://roomschedule.mypurdue.purdue.edu>. Use your **career account username and password**.



A login form with a gold background. It contains two input fields: "Username:" and "Password:". Below the fields is a "Log In" button.

Use the menu located on the left-hand side of the screen. Click on **Events**.



Click **Add Event**.

