



HOW TO SIGN UP FOR LIBRARY USE, COMPUTER LAB, COWS (Computers on Wheels) and LECTURE HALLS

1. Select EDUPHORIA (District Web Page or Pioneer Web Page)
2. Sign in with your email credentials
3. Select facilities&events (left)
4. Select Make a Reservation
5. Pioneer High School
6. Select the area you would like to reserve
7. Example: Computer Lab, then Next (bottom right)
8. Select the day you would like to use the facility
 - a. You can also select Multiple Dates by selecting [Click here](#)
 - b. Select Date from the Calendar icon
9. Select Start and End Time
10. Generally, you would select 8:00 a.m. to 4:00 p.m. if you will be using the facility for most of the day
11. Select specific times if you are using the facility for selected blocks
12. Select the facility (it should be highlighted after selection), then Next
13. Title: English III Research (Ex)
14. Reason:
 - a. Teacher Name & Extension
 - b. Brief description of activity to be done
 - c. Any other relevant information
 - d. Next, Confirm your information, then Finish
15. Authorizing personnel will review the request
 - a. Request will either be approved or denied
 - b. Email will be sent automatically
16. If your request is after 5:00 p.m., please contact the building secretary to ensure that:
 - a. there will be personnel to open and close the facility for your event
 - b. the A/C will be working during your event