

RSENR Grad Students – Guide for Accessing Aiken

The process outlined in this document is designed to prioritize health and safety of our community during COVID-19 while giving RSENR graduate students flexibility to self-schedule and manage building access. This will be done using a shared calendar embedded in MS Teams that everyone can view and add to. This process is contained in a team called Aiken.

- In MS Teams, join the Aiken Team by using this team code: **zczf4r2**

There are two channels: General and Grad Student Spaces. The calendars can be found in the tabs at the top of the page (Posts, Files, etc.). In the General channel, the calendar is called “building access.” In the Grad channel, it is called “Grad Spaces Shared Calendar.” Open the tab to view the shared calendar in your Teams dashboard.

- You will likely need to login at this point.
 - Use your NetID email (ex. Kchu1@uvm.edu) and password

The calendar will show reservations that have been made. You can click any of them to view details.

- To add a reservation, click on a box and then click the “add” button.
- In the window that appears enter the following:
 - Title – your name
 - Location – which space will you be in?
 - 303, 208, 312, grad lounge
 - Customize the date/time if needed
 - Description – purpose for visit
 - Click Save to add to calendar

It is possible to add more than one reservation in a single time slot. This is okay if you are reserving different spaces. Remember, you can click on other reservations to view details. In general, try to choose empty time slots whenever possible. If you choose a time slot that already has a reservation, check the other reservations to make sure you’re not going to occupy the same space.

IMPORTANT Additional guidance

- If you have elected the at-home option for the semester, your CatCard will not be active and you will not have access to the building on weekends, or from 6pm – 6am on weekdays when Aiken is locked.
 - At-home students should not be coming to Aiken regularly. Occasional visits for essential tasks (picking up academic materials, safety supplies, etc.) are allowable.
- All visits on weekends and after hours on weekdays (between 6pm – 6am) must also be logged on the Aiken Shared Calendar in the General channel.