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Introduction:

This document contains instructions for registering in the cardtap system and using the scheduling system. A PDF version is posted on the Room and Tool Reservations web page.

How to Register for Cardtap:

If you have not registered, follow the instructions you received in the Cardtap introductory email you received.

Or follow these steps to register:

1. Open a web browser and go to https://cardtap.net/register
2. On the registration page, enter the email address associated with your account. (If you don’t know the email, you can contact atami@oregonstate.edu).
3. Click the "Continue" button. This will initiate the confirmation process, and a confirmation link will be sent to the provided email address.
4. Check your email inbox for a message from CardTap. If you don't see it in your inbox, please check your spam or junk folder.
5. Open the email and locate the one-time link provided for creating a new password. Click on the link to proceed.
6. You will be redirected to a page where you can create a new password. Follow the password requirements and create a strong and unique password. Remember to keep this password secure.
7. Once you have created your password, click on the "Sign Up" button. This will complete the signup process for your CardTap Portal account.
8. To access your account, click on the "Login" button. This will take you to the login page where you can enter your newly created password.
9. After logging in, you can start managing resource reservations, view your usage records, and perform other tasks using the CardTap Portal.
How to Reserve a Resource:

1. Go to https://cardtap.net/login/:

2. Use the Scheduling Menu:

3. Click and drag the times in the row for the resource you are reserving (note – you can only reserve time to the right of the red line that indicates the current time):
4. Complete the reservation information:

![Make a reservation form]

- a. You can edit the start and stop times as needed.
- b. If you want to schedule a recurring meeting, use the weekly or daily check buttons and then specify the repeat frequency.
- c. Reservation Types:
  - i. Usage – Use to reserve time for a conference room or tool.
  - ii. Training – Use when reserving a tool for training.
  - iii. Service Work – Used by ATAMI staff for ATAMI service activities
  - iv. Maintenance – Used by ATAMI staff for maintenance on tools.
  - v. Unavailable – Used by ATAMI staff when a tool is not available for general use.

**How to cancel a reservation:**

1. Select the reservation and press “delete”.
2. You can only cancel reservations that you made and that are in the future.
3. ATAMI staff can cancel any reservation if needed.
Reservation Portal:

There is a touch screen portal in the ATAMI office area that can be used to access the reservation system. Once you select the reservation it will supply a bar code that you can scan with your smartphone to access the CardTap reservation system.
### Version Control:

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