Indiana University School of Medicine

PoCUS Equipment

Faculty/Student
rooms.iu.edu Account Creation

And

Requesting Equipment
Requesting a rooms.iu.edu Account

When logging into the website for the first time, you will be asked to create an account. Once your account is approved, you will be able to log back in and request equipment.

*Note: It may take 24 hours for your account to be approved. You can request equipment after your account has been approved.*

If you already have a rooms.iu.edu account for other purposes, you can affiliations by using the 'request form' link.

2. Click on the 'request form' link.
3. Complete the Request Form.

4. When asked for your Group Affiliation, select PoCUS-(your campus faculty or student). You may add other group affiliations, if applicable.

5. Select the red arrows to complete the process.

You will receive an email confirming your account has been approved and created. This is a manual process that could take 24 hours to complete.
Requesting PoCUS Equipment

Use the Rooms@IU website to request PoCUS equipment. You can search for available equipment to meet your needs and manage your requests all at the same website.

*Note:* You must set up an account with rooms.iu.edu before you can request PoCUS equipment. Refer to the Requesting a Rooms.IU Account instructions above.

Logging In

Navigate to [https://rooms.iu.edu](https://rooms.iu.edu) in a web browser. Chrome is the preferred web browser for this website.

1. Click the Login button for your login type.
   - IU faculty and students should select IU CAS Login. All others should select External Login.
2. Type your username and password and click the button to login.
3. Under My Reservation Templates, click the book now button for the equipment you would like to request.

4. Select the date, start time, and end time and click the Search button.
5. Click the blue plus sign next to any equipment you would like to request. Look for equipment where the space between each red line is white. These are not yet scheduled for your needed time.

6. After selecting a blue plus sign, a popup box will appear. Verify the settings and click the Add Room button.
7. Repeat steps #5 and #6 until you added all of the equipment you need to your cart.

8. Once you have all the equipment selected, click the Next Step button in the top right-hand corner of the window.

9. On the Services For Your Reservation page, click the options you would like to add to your request.
10. After selecting an option, a popup box will appear. Enter the amount you require, and click the OK button.

11. Repeat steps #9 and #10 until you have added all the options you require.

12. Once you added all the equipment and options you require, click the Next Step button in the top right-hand corner of the window.
13. Enter an event name and type of event in the Event Details section.

14. Select your group name from the Group dropdown list.
15. Select the person who will be responsible for the equipment from the dropdown list. If the person is not in the list, select (temporary contact).
16. If you select the contact person from the list, verify the contact information is correct. If you select (temporary contact), enter your name, phone number, and email address in the 1st Contact textboxes.

17. If someone other than the 1st contact will pick up the equipment, select that person from the 2nd Contact dropdown. If the person is not on the list, select (temporary contact) and fill out the name, phone number, and email address of the 2nd contact.
18. Enter your cell phone number in the Cell Phone textbox and click the Create Reservation button.

You will receive a confirmation e-mail once your equipment reservation is approved.