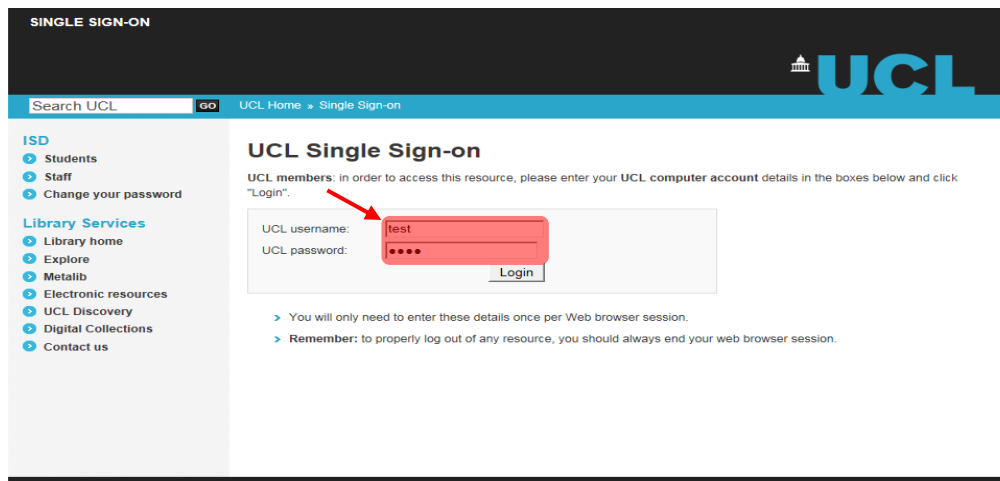


SiSo Portal User Guide for Booking Equipment in Supported Spaces

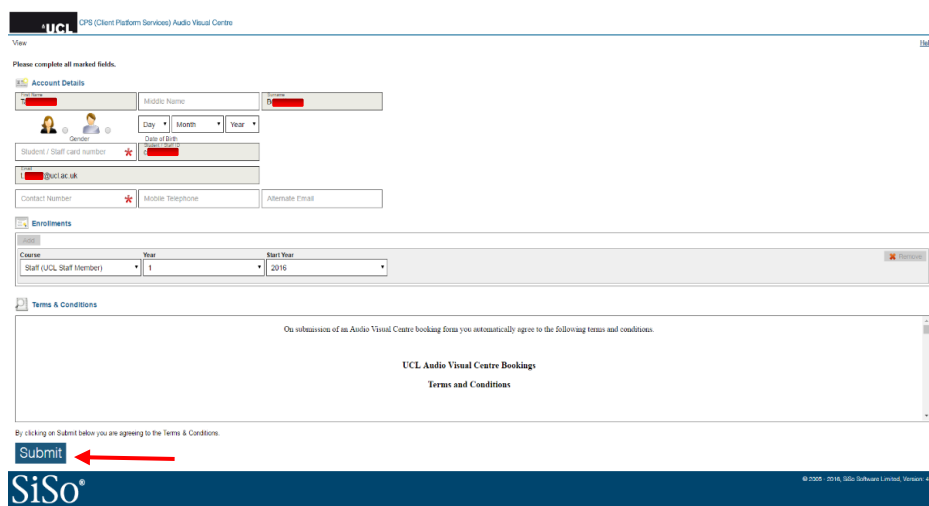
1. To Visit our *SiSo Booking Portal*, we have provided the link below,

<https://avcucl.siso.co/>

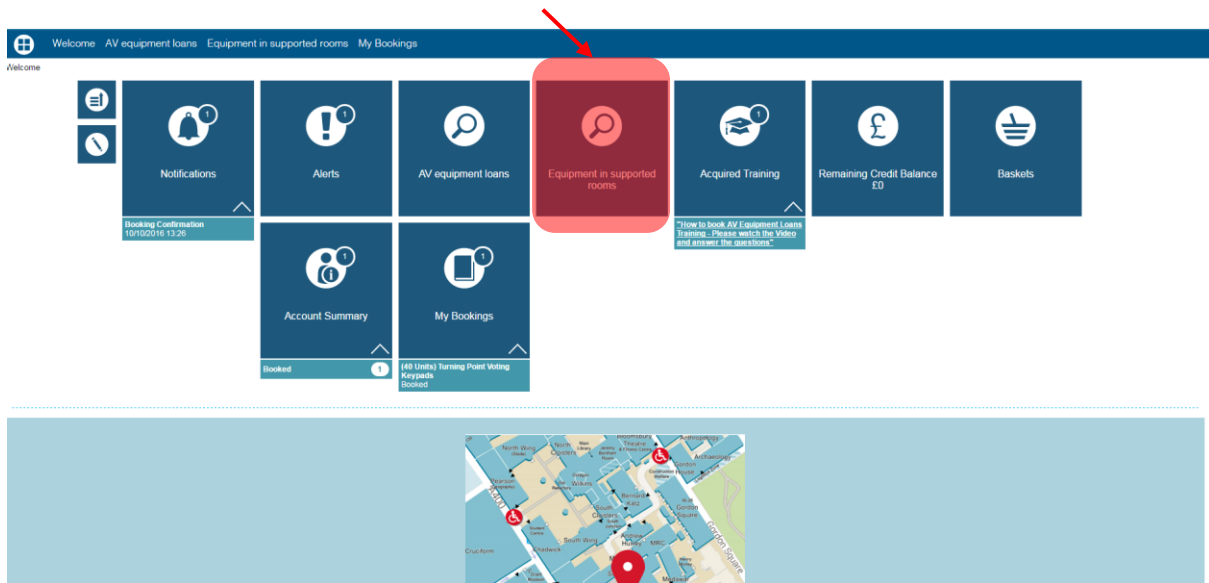
2. Enter your UCL user name and password then click Login.



3. For first time users please complete the registration page by inputting your details (*For registered users please visit point number 4*).
 - Then Select the course i.e (UCL Staff Member and Year)
 - Click on *“Submit”* button, which you will then be directed to UCL’s new SiSo booking portal.



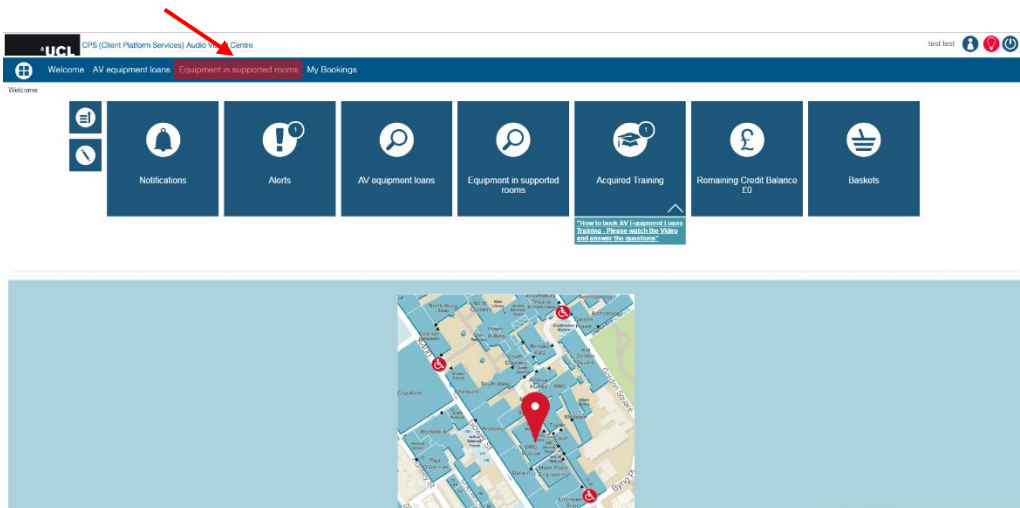
4. You have now successfully registered on SiSo. You can now book equipment by clicking the *“Equipment in supported rooms”*.



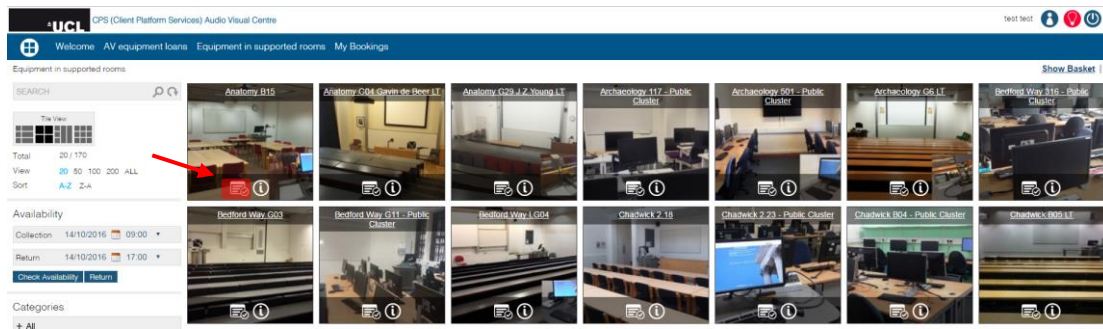
BOOKING EQUIPMENT IN SUPPORTED SPACES

IMPORTANT: Please note prior to making a booking we require at least 5 days' notice.

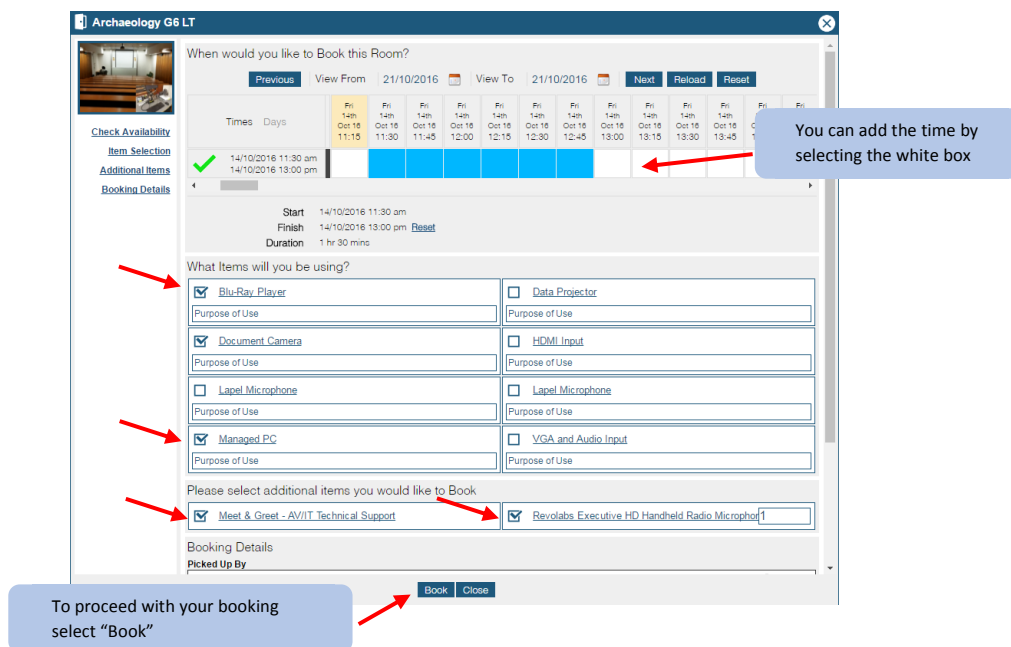
5. Click on Equipment in supported rooms tab to view images of bookable equipment in stock.



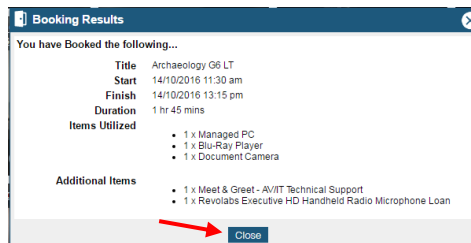
6. Identify the room you will be using then select “book”.



7. A pop message will be displayed. Using the calendar icon, select the Booking From Date and Booking To Date. Select the items you will be using in the room by ticking the boxes. *Please note you can also request additional items such as Handheld Microphones if available as well as Technical Support (Meet & Greet) prior to the start of your event.*



8. A confirmation message will be displayed. Click “Close” to exit the page.



If you have any issues or queries regarding your booking please email av-support@ucl.ac.uk and a member of our team will then assist you further with your booking.

CPS (Client Platform Services) Audio Visual Centre