Checking a Request

To check the status of a request you previously made for academic space, the Campus Center, tabling, outside space, a charitable wall display or to change or cancel an existing event, there are a few simple steps to complete.
Step 1: Go to www.myinvolvement.org

Type www.myinvolvement.org into your internet browser
Step 2: Log on using your NetID and password

Make sure to click “Log In” at the top right corner of your screen.

Log in using your MyUAlbany NetID and password
Step 3: Click on “My Involvement” and select “Submissions”
Step 4: Check the status of your request.

Tip: Look through the next four pages to see what each status means.
If your status is “In Progress,” you did not submit your request. Click on the magnifying glass and hit “submit” on the last page after the form is filled out completely.
If your request is “Pending,” it has not been approved or denied yet by a Reservation Assistant. Some factors that may require additional time in processing are:

- An increase in volume of requests submitted
- Venue considerations and coordination
- Departmental review of
  - External Vendors
  - Amplified Sound
  - Outside speaker requirements
  - Security needs

Please check back later for a response.
If your request is approved, it has been processed by a Reservations Assistant. Click on the magnifying glass to see the specifics of your event. Please review all confirmation details and contact the Reservation Services Center with any conflicts.

Make sure to check:
- **DATE**: Could be your alternate date
- **TIME**: Could vary within your requested start/end times
- **ROOM**: Might not be your exact request but will fit your event
If your request is denied, there may be additional steps you must complete. Click on the magnifying glass to see the specifics of why your request was denied. Based on the directions given in the denial message, you can change your request using the same form and resubmit.

NOTE: A denied form does not have to be the end of the process!

Based on the directions given in the comment section, you can view and change entries made on each page and hit “Submit for Approval” to resubmit.
You are done!

• To submit a new request, please consult the Submitting a Request Guide.
• For any other questions, please consult a Reservation Assistant.

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