Submitting a Request

To submit a request for academic space, the Campus Center, tabling, outside space, a charitable wall display or to change or cancel an existing request, please submit an event form using MyInvolvement. Submitting a request requires 6 simple steps.
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 “Organizations” and type “Reservations” in the search box
Step 4: Go to the Reservations: Student Organizations page and click on “Forms” on the left side of the page.
Step 5: Open the appropriate form and make sure to fill it out completely.

Tip

Forms may occasionally be taken down for updates. If you do not see the form you need, contact the Reservation Services Center for more information.
Step 6: When the form is complete, hit “submit” on the last page.
You are done!

• To check the status of a submission, please consult the Checking a Request Guide.
• For any other questions, please consult a Reservation Assistant.

Reservation Services Center
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