Reserving items

1. Ensure you are logged in

2. Browse or search the inventory on https://tamudsait.myturn.com

3. Click "Reserve" on an item:

3b. Or click on "Start Reservation" in the cart at the top of the page:
4. Select the dates for your reservation

5. Add additional items

6. Click on "Check Out" in the cart at the top

7. Adjust quantities of items needed. If too many are requested, the cart will adjust the value to the maximum available during that time period.

8. State the purpose of your checkout in the notes.

9. Click Submit Reservation

10. You will be emailed details of your reservation.

Click the link below to view a short video on how to create a Reservation:

myTurn: Reserving Items

URL: https://youtu.be/x0Jr_bi2pEU

If you have multiple dates where items are needed, creating duplicate reservations is easily done through the Cart.

1. After submitting first reservation, stay on that screen and select More Actions, select Duplicate
2. Click button for Change Date(s) to select new dates
3. Adjust quantities or add additional items from Inventory, if needed
4. Submit Reservation
5. Repeat steps for additional reservation dates.