

Computer Booking System FAQ

This Computer Booking System is intended for **Epic Virtual Training**. There are 16 computer labs at various sites across UHN.

1. Who can book these rooms?

Onsite computers are reserved for individuals who are unable to complete their training from home, due to lack of equipment.

2. What is the website to book an onsite computer?

The Computer Booking System is available at:

https://www.uhnmodules.ca/For_Staff/computer_education/ComputerBooking/

3. Where are the rooms and what are the hours of operations?

Please see the Computer Booking site for location and hours of operation information:

https://www.uhnmodules.ca/For_Staff/computer_education/ComputerBooking/

4. What are the COVID precautions?

- Rapid tests are not required to use the room. Please self monitor your symptoms. Do not come in if you are symptomatic
- Hospital grade masks are required and must be worn at all times
- No eating or drinking is permitted
- A face shield is recommended but not required
- Please clean and sanitize your hands prior to using any UHN device. Sanitizing wipes will be provided in the rooms for you to wipe down all equipment you used during training
- The floor plan link under each site below will provide detailed information regarding room setup. Distance between seats is as per COVID guidelines
- For more information, see [COVID-19 Information at UHN](#)

5. What if I experience IT issues?

You may send an email to digitalEducation@uhn.ca if you require assistance.

For Virtual Training setup, please refer to the [Virtual Training Checklist](#). If you still need help, refer to the [Checklist Step-by-Step Guide](#) or the [Virtual Training Checklist video](#). Or attend one of the 30-minute [Tech-Prep Sessions](#).

6. Who do I contact if I have further questions about the rooms?

Please contact digitalEducation@uhn.ca if you require further assistance.

7. Can I book as a group?

The online booking system does not allow for bulk seat bookings. Each seat should be booked by the individual using it to avoid unused space in the already limited computer labs. Thus, the booking system only allows for single seat bookings, requiring an individual's email address for confirmation.

8. Can I cancel or reschedule my booking?

Yes, from your confirmation e-mail you will have the option to cancel or reschedule your booking.

9. Can I eat and drink in the room?

No eating or drinking is permitted

10. What are the rules while using the room?

- This Computer Booking System is intended for Epic Virtual Training.
- Follow all posted COVID-19 protocol.
- No eating or drinking in the computer labs.
- When training is completed on shared computers, be sure to log off the UHN network, your UHN email, MS Teams or any other applications you may have logged into. Protect your privacy!
- Before you leave, don't forget to use sanitizing wipes on all equipment you used during training.