Laser Schedule Access Registration

ONLINE REGISTRATION

_Log in to http://penndesign.calendarhost.com.
_Navigate to the login screen.
_ Click on "I am a new user".
_Fill out the "Add User" form.
_At "User ID" enter your PennKey. Your PennKey is the username at the beginning of your Penn email address. For example, Mary Smith, whose email address is smithm@design.upenn.edu, would enter "smithm". Bill Jones, whose email address is jonesb@sas.upenn.edu, would enter "jonesb".
_At "Password" enter a password that is strong but easy to remember. DO NOT use your Pennkey password. The login website is NOT secure.
_Enter your name as it appears on your PennID.
_Enter your Penn email address.
_Click the "Submit" button.

> **Please note that "Your request for EDIT permission was not automatically granted" and that your request to use the calendar must be processed before you will be able to make laser appointments.**

EMAIL REQUEST

You must email a request for laser access to "Laser Access" (laseracc@design.upenn.edu). **You MUST send this request from your Penn email address**. Please include your full name and your PennKey name. Do not include ANY passwords. For example, format the email as follows:

> *"I am requesting access to the PennDesign Online Laser Schedule. I have already completed the online registration. My full name is Mary Smith and my PennKey is smithm."*

This request MUST be sent from your Penn email address. Requests sent from any other email address will not be considered.

> **Requests will be processed as quickly as possible, Monday through Friday, during normal business hours. Please note that NO requests will be processed during the weekends or evenings.**