

AHC Training Room Policies and Procedures

All UF Academic Health Center (AHC) Faculty and Staff, and Shands employees may request to use the AHC Training Rooms.

RESERVATIONS

Reservations are placed through our training site: <http://training.health.ufl.edu/reserve.aspx>.

Reservations should be made at least one week in advance. If you need the room sooner please contact us via email (training@health.ufl.edu) or phone (273-5051).

Reservations are not guaranteed until you receive our confirmation.

There is no waiting list--rooms are checked out on a first-come, first-served basis. Groups are allowed access to their reserved space at the times listed on their reservation.

HOUSEKEEPING

Food is not allowed in the training room. Drinks with covers or lids are allowed. Any "food" trash (including coffee cups) should not be disposed of in the training room.

Rooms must be ready to use when vacated. We are not responsible for any personal items left behind. Please do not remove anything from the room; furniture, projectors, whiteboard, markers, and erasers must stay in the space. Furniture should be returned to standard configuration and all debris (coffee cups, papers, cough drop wrappers, etc.) must be removed or put in trash cans after room use. Your department will be held responsible for room misuse or damage.

ETIQUETTE

The training rooms are generally scheduled to allow for 30 minutes between scheduled sessions. If you arrive on time, please quietly notify the current occupant. If you arrive early, please give them time to complete their work.

If you need to cancel, please call (352) 273-5051 and send an email to training@health.ufl.edu. Failure to do so may result in your department's inability to use training rooms in the future.

PERSONAL MATERIAL

Do not leave any personal material unattended. Extra files left on the computer hard drive are erased every day or whenever the machine is restarted. In order to prevent losing your files, please backup your files to removable storage.

SECURITY

Remember to turn off the projector and lights and lock training room after use. Your department is responsible for any missing items or vandalism that may occur if you leave the room unlocked.

The South Tower rooms (G206 & G207) have restricted access. If you request these rooms, we will assume you already have the proper proxy access and keys.

SOFTWARE/HARDWARE

All computers have Windows 7, Office 2010 Professional, and Adobe Acrobat. The computers have full internet access. The teacher computer is connected to a projector and smart board.

Modification of hardware and software configurations in the labs is prohibited. If you need to add software, please let us know when you request to reserve the room.

Files may be added to the computers for workshops, however please keep in mind all files will be deleted when the computers are restarted. Computers are reset every day; if you have a multi-day workshop, please keep in mind the files will be deleted that evening.

ROOM INFORMATION

AHC @ C3-13 (Communicore)

- Third floor of the Communicore building, AHC Campus
- 16 computers (15 student, 1 teacher)
- Room capacity 25 people
- Directions: <http://training.health.ufl.edu/images/directionpics/C3-13%20Map.pdf>

@ AHC 301 (CH2M Hill)

- Second floor of the CH2M Hill building, 3011 Southwest Williston Road
- 25 computers (24 student, 1 teacher)
- Room capacity 60 people
- Directions: http://training.health.ufl.edu/images/directionpics/CH2M_301.pdf

@ AHC 2149 (North Tower)

- Second floor of the North Tower, Shands on Archer Road
- 22 computers (21 student, 1 teacher)
- Room capacity 22 people
- Directions: http://training.health.ufl.edu/images/directionpics/2149_map.pdf

@ AHC Room G206 (South Tower)

- Ground floor of the South Tower, Shands on Archer Road
- 25 computers (24 student, 1 teacher)
- Room capacity 25 people
- Directions: http://training.health.ufl.edu/images/directionpics/STower_map.pdf

@ AHC Room G207 (South Tower)

- Ground floor of the South Tower, Shands on Archer Road
- 25 computers (24 student, 1 teacher)
- Room capacity 25 people
- Directions: http://training.health.ufl.edu/images/directionpics/STower_map.pdf

CONTACT

UFHealth IT Training

<http://training@health.ufl.edu>

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