Towson University’s Online Resource Booking System, Tiger ORBS, gives students, faculty and staff the ability to reserve available equipment and resources for assignments and other academic pursuits. In time, numerous TU departments will offer their own booking sites—called stores—but the first to open was the OTS Student Computing Services (SCS) store. This document describes how to access the SCS store and perform routine operations, such as making and cancelling bookings.


2. On the SCS Multimedia Equipment page, click Book SCS Resources through Tiger ORBS.

3. On the SCS store Sign In page, click Sign In.

4. Log-in using your TU NetID and password.

In addition to hours of operation and contact details, the Store Sign In page includes Useful Links to training videos, real-time availability calendars, and more.
The first time you sign-in, the system will display your account information. Click Submit at the bottom of the page, and then click Confirm on the subsequent page.

5 Welcome to your Dashboard! The circled-number provides a summary of your booking status. The icons beneath provide access to system operations, as does the Menu icon in the upper left corner. When you are finished, the icon in the lower left corner will sign you out.

6 To reserve equipment or a lab-based resource, click Make Bookings.

7 Click Pickup. Then, on the calendar, click the date you want to start using the resource.

8 Select the time at which you will pick-up or start using the resource. If the dropdown list is empty or seems incomplete, it is likely because SCS will be closed all or part of the date you have selected.

9 Click Done to proceed. The system will display the Return calendar. Click the date on which you will return or finish using the resource. NOTE that if you select an end date more than 4 days from your start date, the booking will fail. SCS' longest borrowing term is 4 days.

10 Select the time by which you will return the equipment or finish using the resource. It is vital that you return equipment on time; repeated failure to do so will likely result in suspension of borrowing privileges.

11 Click Done to proceed. You have now set your desired time range. Next, you will select the resource you wish to use during that time.

12 Click Search Assets to begin choosing resources.
13. There are two ways to locate specific resources (a.k.a., assets). Start typing a search string into the Search box; the system will display matching items.
OR
Click through the categories and subcategories; the system will display the associated items.

14. A red bar left of an item indicates that the resource is unavailable during the time range you specified. You can select another resource or click the Resolve button to adjust your times.

15. Click the (+) button to select 1 of the available resources. The 1/1 value (circled below) indicates that you have selected 1 of the 1 available units. Regardless of the number of units available, never select more than 1, otherwise your booking will fail.

16. Click the Book button to proceed.

17. Provide additional information for your booking in the fields provided.

18. If you are booking a studio and need staff assistance, select Yes...

19. Click to read our Terms & Conditions.

20. Click to indicate that you accept our Terms & Conditions.

21. Click the Confirm button to complete the booking.
To cancel or change a booking, sign into the SCS Store as described in Steps 1-5.

Click the My Bookings icon

Click the Edit button to make changes to your booking.

Click the Cancel button to cancel changes to your booking.

Click the Cancel Booking button to complete the cancellation.

Information on why you are cancelling is not required...but is always appreciated.

The green bar left of the resource indicates that you have successfully booked it.

The number within the shopping bag symbol indicates how many items you have thus far booked for the current time range.