

## NEW MDL Scheduler Enhancements

---

Single, multiple and recurring room requests can now be entered into the new MDL Scheduling application. Please use the "Room Request" link that is on the MDL web page (<http://www.usuhs.mil/mdl/>) on the left. Once you click this link, you will need to log into the system using your pin number. The convention for the pin number can be found on the login screen.

Once you log in and check the information under your profile, you will use the tab marked "New Room Request" to enter your single, multiple, or recurring room request.

At this time, the MDL Scheduling system is unable to accommodate requests for special events, Please contact the MDL Office at 301-295-3301 for further guidance. Special events are those events that may require catering, alcohol (after hours), after hours security, after hours custodial services, additional chairs and/or tables, etc.

We appreciate your patience while the MDL Scheduler is being improved and welcome your feedback.