

Zeus Portal Equipment Request

Overview

To reserve gear for assignments in some supported production courses, it will be necessary for you to utilize Zeus Portal to request your gear. This is a step-by-step guide on how to complete that process.

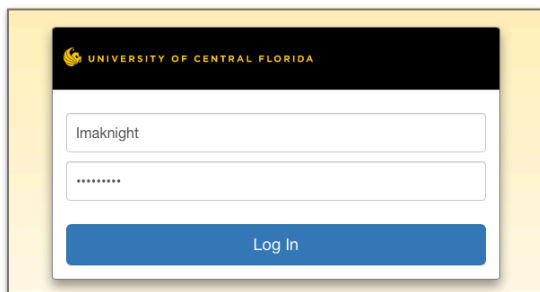
Zeus Portal Username/Password

If you are enrolled in a supported production course that utilizes Zeus Portal, a username and password to log in have already been created for you. You should have been emailed this information. If you have not, please contact Film Operations.

***Please Note:** If you forget your username or password, you will need to return to the Film Equipment Room to recover/reset it, you will not be able to reset your password on your own.*

Logging in to Zeus Portal

Once you have obtained your username and password you may log in to the Zeus Portal at the following address: <https://ucf.zeusnow.com/portal/>



You will be directed to the log in screen, where you will enter your username and password, and hit “log in”.

Creating a Reservation Request

After logging in, click “create” to initiate the request process

Click the calendar icon to select the time and date that you would like to check out (pick up), and check in (return) your requested requisition, select “Film” for the “Request Items From” field, and then click “Continue”.

Please Note: Requests that fall outside of Film Equipment Room business hours will be denied, please check operationalportal.com for current hours. Also note that each course has individual restrictions on how many days you can check out at a time. Please contact the Film Equipment Room if you are unsure.

Reservation Details

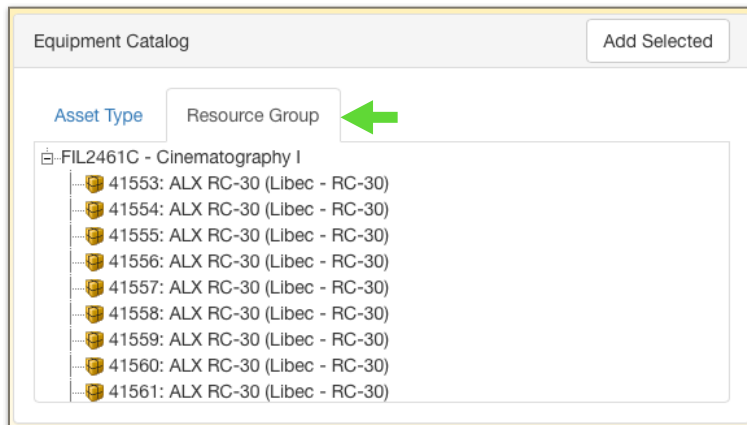
Next, you will be prompted to provide the reservation details:

For equipment requests you will select the “Equipment” radio button and select a “Check Out” type from the drop down menu (this will generally be “Principal Photography”). Under “Project / Assignment” enter your course number

and the title of your project. If you have a producer and/or cinematographer, enter their names in the corresponding fields, if you do not, leave those fields blank.

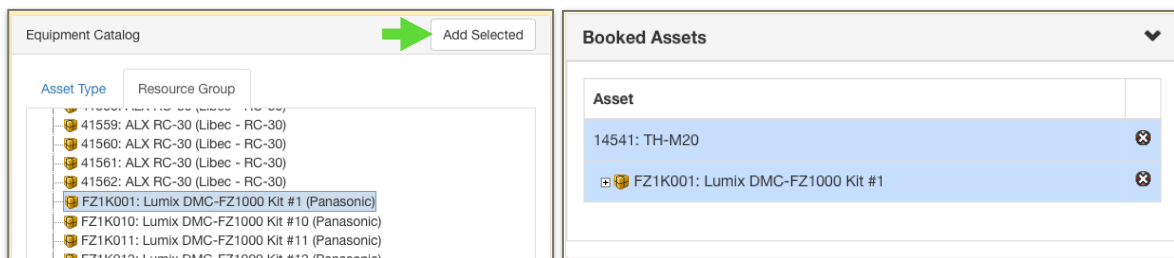
Booking Assets from the Equipment Catalog

Under the “Reservation Details” section are the “Equipment Catalog” and “Booked Assets” sections.



In the “Equipment Catalog” section, select the “Resource Group” tab.

Expand the drop down for the course that you are requesting equipment for, this will display everything available for you to check out for completing production assignments in that course.



Select one item or kit at a time and click “Add Selected”.

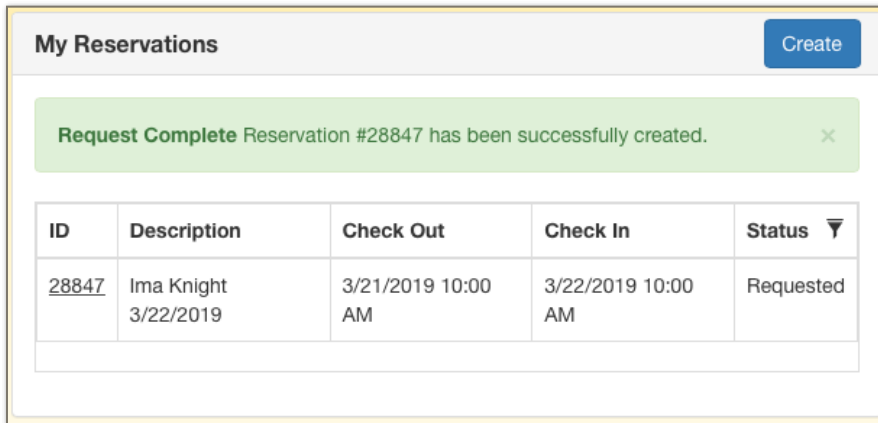
Items and kits added will appear in the “Booked Assets” section.

You can expand drop downs under kits to view all items included in the kit.

After reviewing your selections, click “Save”



Reservation Request Completion, Processing, and Approval



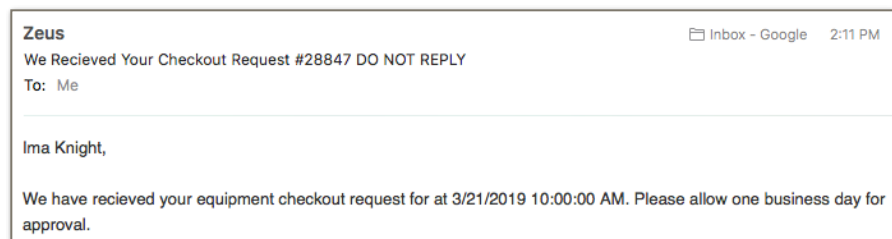
My Reservations Create

Request Complete Reservation #28847 has been successfully created. ×

ID	Description	Check Out	Check In	Status
28847	Ima Knight 3/22/2019	3/21/2019 10:00 AM	3/22/2019 10:00 AM	Requested

After saving the booked assets you will be navigated back to the “My Reservations” page, where you should see a notification that your reservation request has been successfully created.

You will also receive an email confirming your request submission, and contains your order number and requested check out appointment.




Zeus Inbox - Google 2:11 PM

We Recieved Your Checkout Request #28847 DO NOT REPLY

To: Me

Ima Knight,

We have recieved your equipment checkout request for at 3/21/2019 10:00:00 AM. Please allow one business day for approval.



Zeus Inbox - Google 11:12 AM

Confirmation of Your Check Out Reservation #28847 DO NOT RE... [Details](#)

To: Me

Ima Knight,

This is to confirm that your equipment request has been approved.

Reservation Info:

Course: FIL2461C - Cinematography I

Reservation #: 28847

Check Out: 3/13/2019 10:00:00 AM

Check In: 3/13/2019 3:10:00 PM.

Once your order has been reviewed and approved by Film Equipment Room staff, you will receive another email confirming that your request has been approved, and that provides the scheduled reservation details.

Make note of your reservation number, and check out/in appointment times. You are responsible for arriving punctually for your scheduled check out/in appointments. Failure to do so without notice may result in disciplinary action.

If you need to make changes to your appointments or reserved equipment, or have any questions about the reservation process, please contact the Film Equipment Room.