The Equipment Reservation System (ERS) allows Marshall students, faculty, and staff to reserve equipment online through the Equipment Reservation widget within MyMarshall and pick up the equipment in either Hoffman Hall 300 or JKP201J. Please note the following:

- **Students Require Faculty/Staff Sponsors for Some Equipment** - Students must have a faculty or staff sponsor to reserve laptops, cameras, and projectors. The link to the sponsorship form appears in the ERS widget after clicking “Make Reservation” and must be filled out and turned into the Marshall Help Desk by the sponsor.
- **Maximum Check out Time** – Most items cannot be check out for more than seven consecutive days.
- **1 Day Advance Notice Minimum** – Reservations must be made at least one day prior to the pick-up date.

**Reserving Equipment**

To reserve equipment, please follow the steps below.

1. Login to MyMarshall ([https://mymarshall.usc.edu](https://mymarshall.usc.edu)).
2. Locate the “Equipment Reservations” widget. (You may need to add it using the “Add Widgets” button.)
3. Click “Make Reservation” within the widget.
4. Select a “Category”.
5. Select a “Type”.
6. Specify a date and time for both “Pickup” and “Return”.
7. Select a pick-up location at “Choose Location”.
8. Type an explanation.
9. Click “Reserve”.

After you click Reserve, the system will notify you whether or not the equipment you requested is available.
Viewing / Canceling Reservations
To view or cancel a reservation, follow the steps in this section.


2. Locate the “Equipment Reservations” widget. (You may need to add it using the “Add Widgets” button.)

3. Click “My Rentals” within the widget.

All your current reservations will be listed.

4. To cancel a reservation, click “Cancel this Reservation”.

5. Click “OK” to confirm.