


Dormitory Management – Student Books/Cancel Dormitory Training Guide

1. To book a dorm room login using the previously created student account.



The PEGA logo, featuring a stylized white horse head with a green and white wing-like shape behind it, followed by the word "PEGA" in white capital letters with a registered trademark symbol.

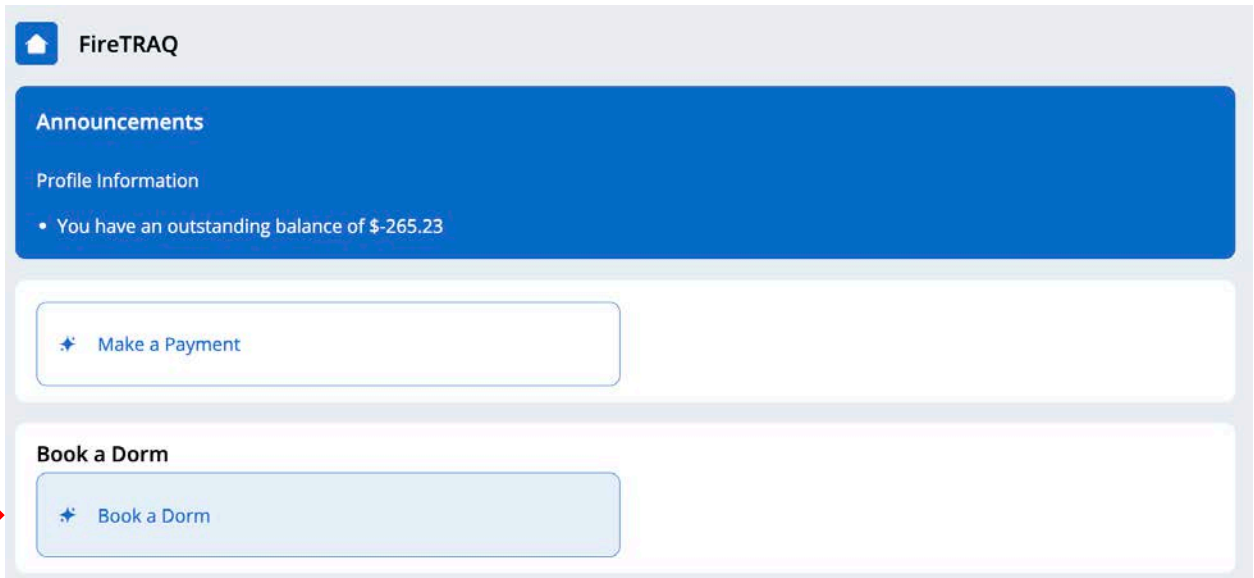
User name *	vuattest1+Student1@gmail.com
Password *

Log in

[Trouble logging in?](#)

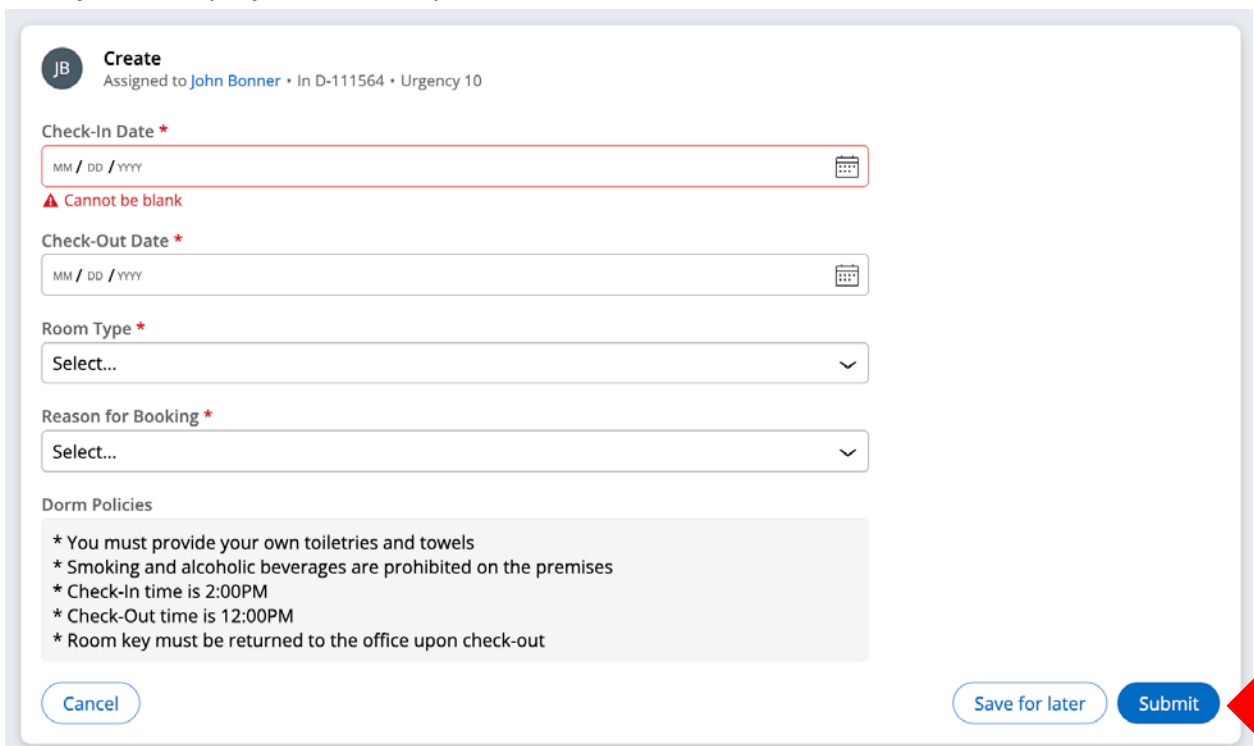
[Register with FireTRAQ](#)

2. The ability to book a dormitory will show on the student landing page. In order to click "Book a Dorm" button.



The image shows the FireTRAQ dashboard. At the top, there is a header with a home icon and the text "FireTRAQ". Below this is a blue "Announcements" section containing "Profile Information" and a message: "You have an outstanding balance of \$-265.23". Underneath the announcements is a white box with a "Make a Payment" button. Below that is another white box titled "Book a Dorm" which contains a "Book a Dorm" button. A large red arrow points from the left towards the "Book a Dorm" button.

3. The system display the form required to book a dorm room.



The image shows a form titled "Create" for a user named John Bonner. The form includes several required fields marked with an asterisk: "Check-In Date" (with a date picker and a red error message "Cannot be blank"), "Check-Out Date" (with a date picker), "Room Type" (a dropdown menu), and "Reason for Booking" (a dropdown menu). Below these fields is a section titled "Dorm Policies" with a list of rules: "You must provide your own toiletries and towels", "Smoking and alcoholic beverages are prohibited on the premises", "Check-In time is 2:00PM", "Check-Out time is 12:00PM", and "Room key must be returned to the office upon check-out". At the bottom of the form are three buttons: "Cancel", "Save for later", and "Submit". A large red arrow points from the right towards the "Submit" button.

4. If you attempt to submit without completing all of the required fields the system will display an error message identifying what needs to be completed for submission.



JB

Create

Assigned to [John Bonner](#) • In D-111563 • Urgency 10

⚠

▼

Error 4

- Check-In Date: Cannot be blank
- Check-Out Date: Cannot be blank
- Room Type: Cannot be blank
- Reason for Booking: Cannot be blank

Check-In Date *

05/20/2025

✕

📅

Check-Out Date *

05/22/2025

✕

📅

Room Type *

Standard

▼

Reason for Booking *

Attend a Course

▼

Room *

Select...

▼

⚠

Cannot be blank

5. Once you have entered the check-in date, check-out date and Room type the system will combine those selections to determine the rooms that are available.

Room *

✓ Select...

101

102

103

104

105

106

110

112

114

115

117

117

119

120

121

122

123

124

129

213

6. Once you select a room, the information will update on the bottom of the screen and you can select to submit in the bottom right corner to confirm the booking.

JB

Create
Assigned to [John Bonner](#) • In D-111564 • Urgency 10

Check-In Date *
05/19/2025 X

Check-Out Date *
05/22/2025 X

Room Type *
Standard ▾

Reason for Booking *
Take an Exam ▾

Room *
105 ▾

Room Information

Dorm Category	East
Room Number	105
Room Type	Standard
Bed Count	3
Cost / Night	\$50.00

Dorm Policies

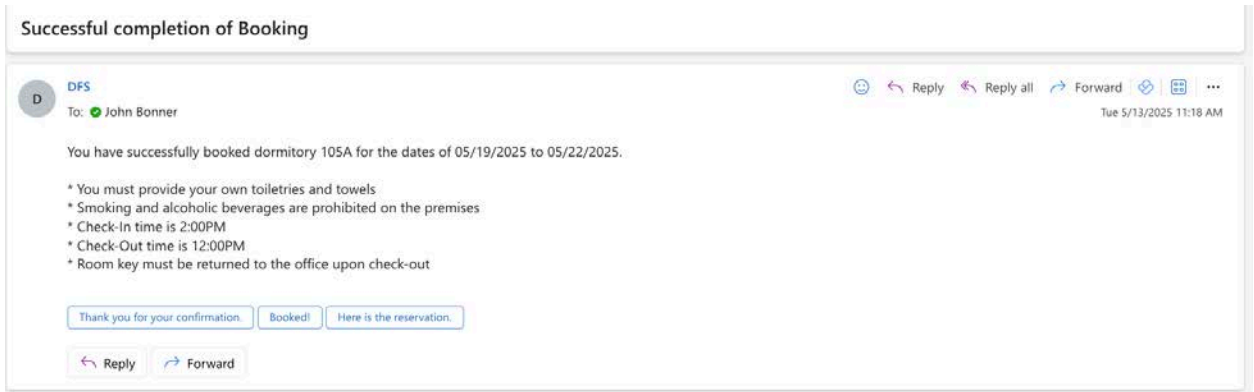
- * You must provide your own toiletries and towels
- * Smoking and alcoholic beverages are prohibited on the premises
- * Check-In time is 2:00PM
- * Check-Out time is 12:00PM
- * Room key must be returned to the office upon check-out

Cancel

Save for later

Submit

7. Once you have submitted your application you will receive a confirmation email with the dormitory booking information.



8. You will also be able to see a list of upcoming dormitory bookings on student landing page.

Upcoming Dorms 1 result

Bulk actions

<input type="checkbox"/>	Room Number	Bed Assignment	Check-In	Check-Out
<input type="checkbox"/>	105	A	May 19, 2025	May 22, 2025

9. If you need to cancel your reservation, you first select the booking you wish to cancel and then select “cancel” from the actions menu.

Upcoming Dorms 1 selected

Bulk actions

<input checked="" type="checkbox"/>	Room Number	Bed Assignment	Check-In	Check-Out
<input checked="" type="checkbox"/>	105	A	May 19, 2025	May 22, 2025

Cancel

10. Once you have selected to cancel a reservation it will prompt you to provide a cancellation reason and to select submit.

Cancel

×

Are you sure you want to cancel this reservation? This action cannot be reversed.

Cancellation Reason *

Booked the wrong days|

Cancel

Submit

11. Once you have submitted when you return to your landing page it will remove the upcoming dorm booking from the display.

Upcoming Dorms 0 results

Bulk actions ▾ ↗ ⋮

Room Number ⋮	Bed Assignment ⋮	Check-In ⋮	Check-Out ⋮
No records found.			