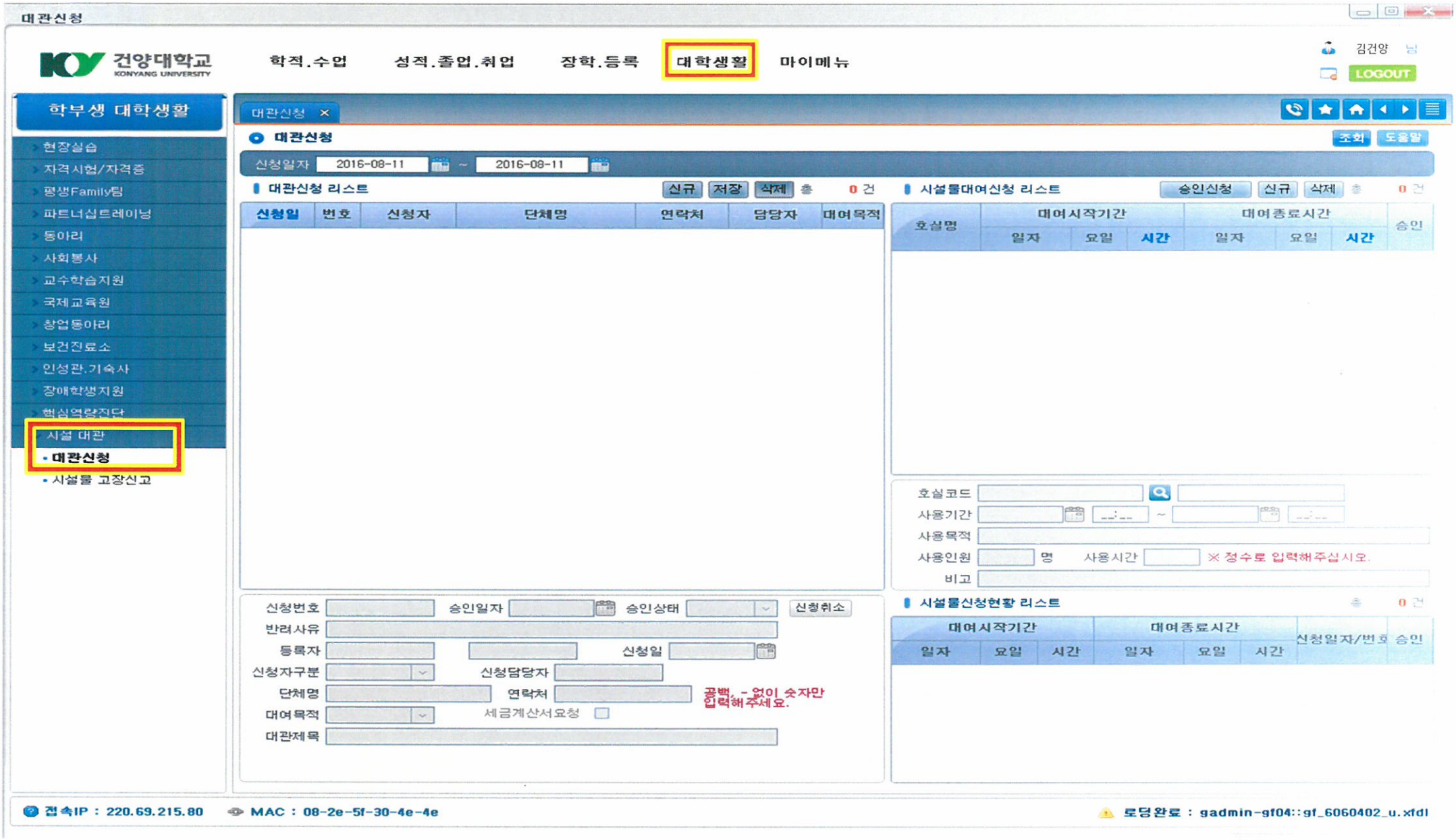
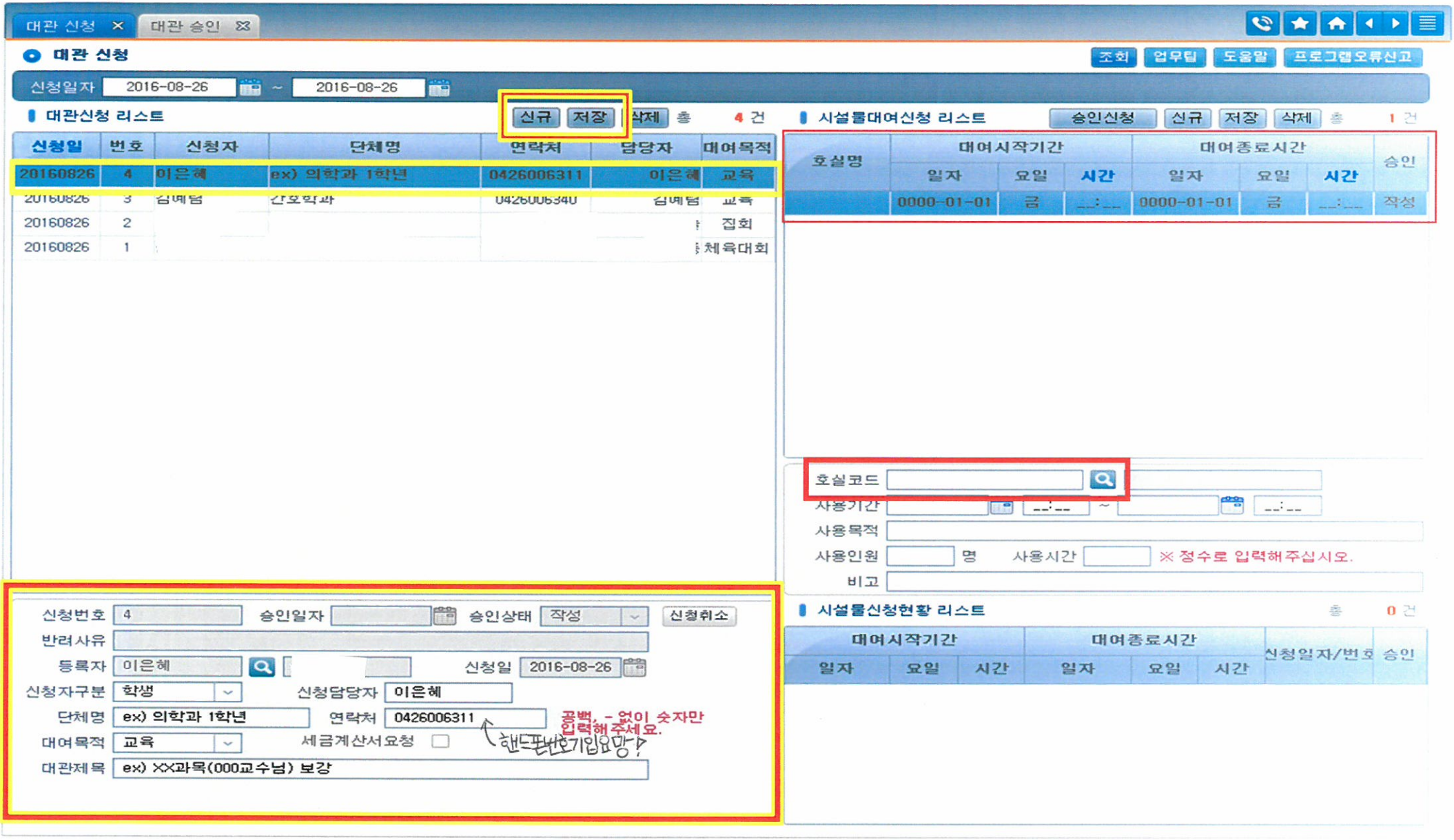


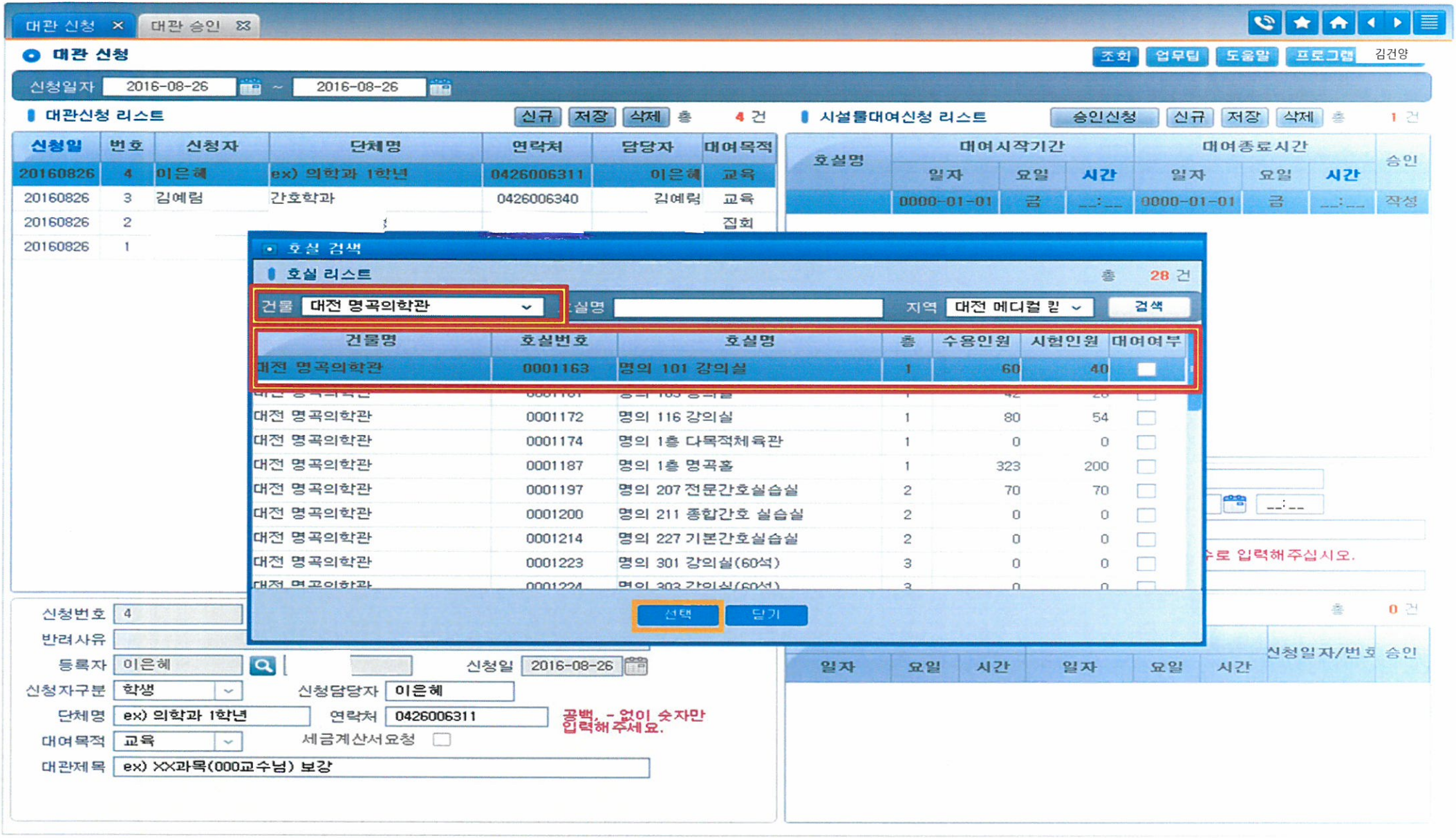
1)

통합정보시스템→대학생활→대관신청



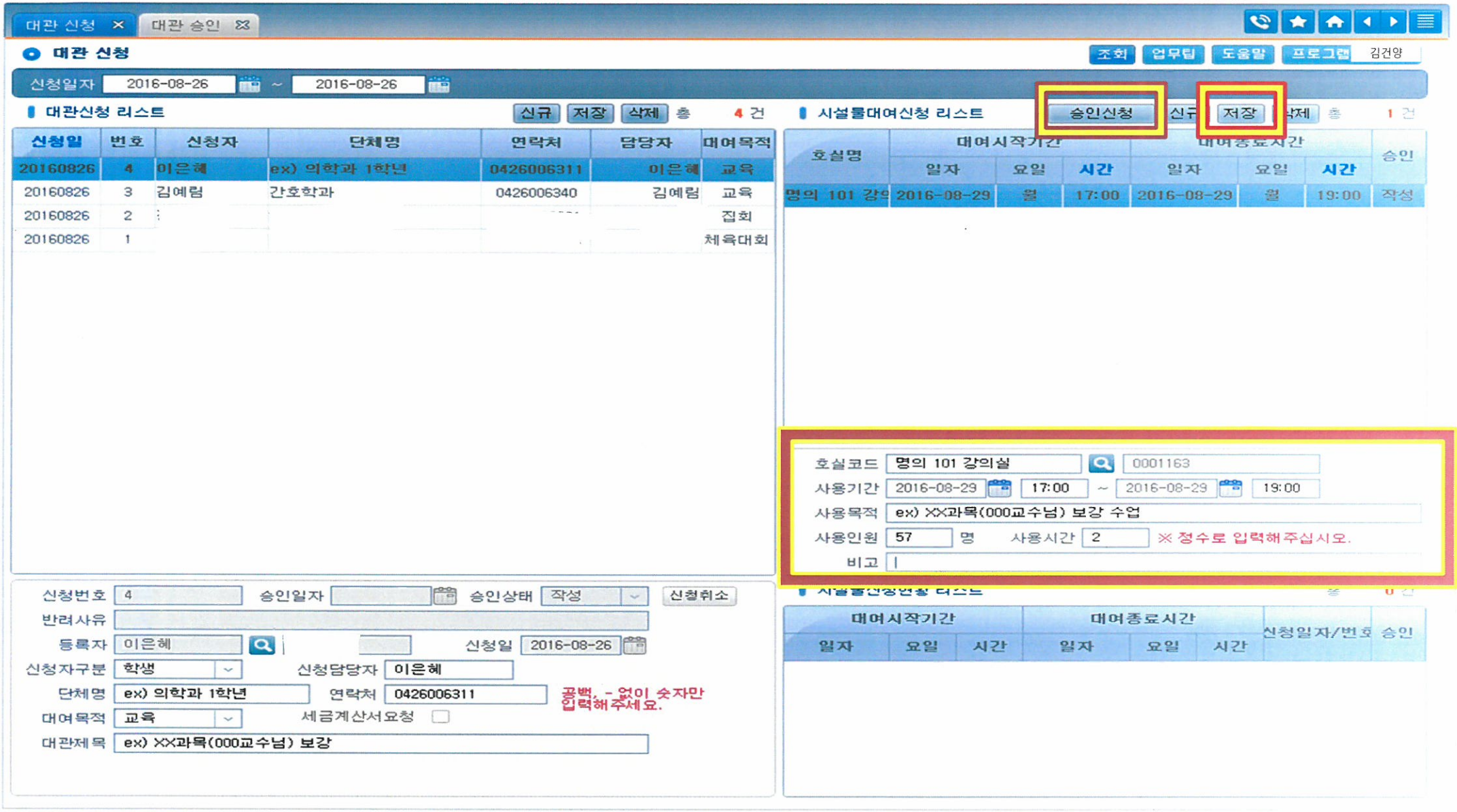
2) (왼쪽)신규 → 작성 → 저장완료 후,

3) (오른쪽)신규 → 호실코드 클릭



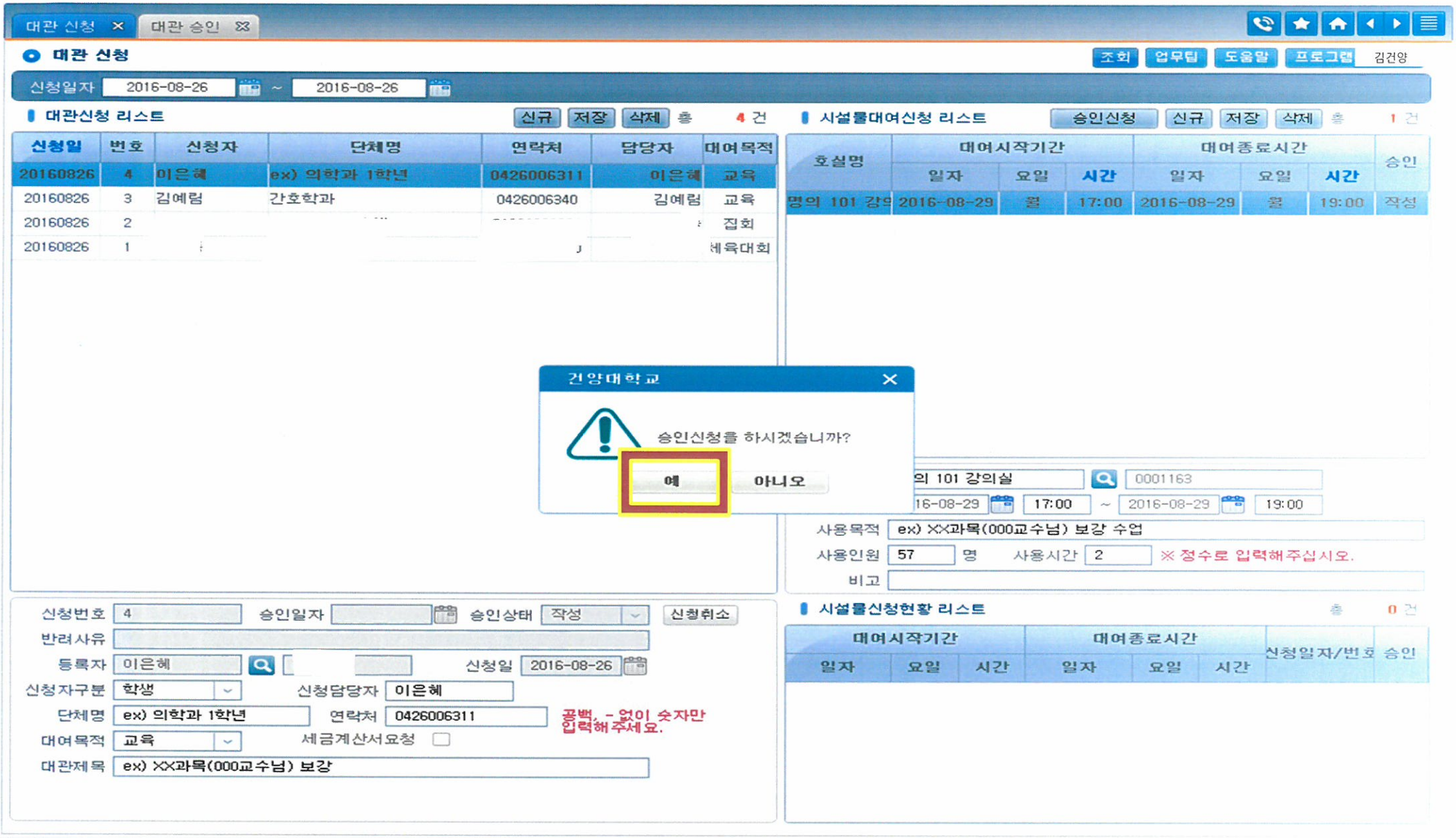
4) 건물 → 대전명곡의학관 → 검색 후,

5) 해당호실 클릭 → 선택 클릭



6) 사용기간 · 목적 · 인원 · 시간 입력

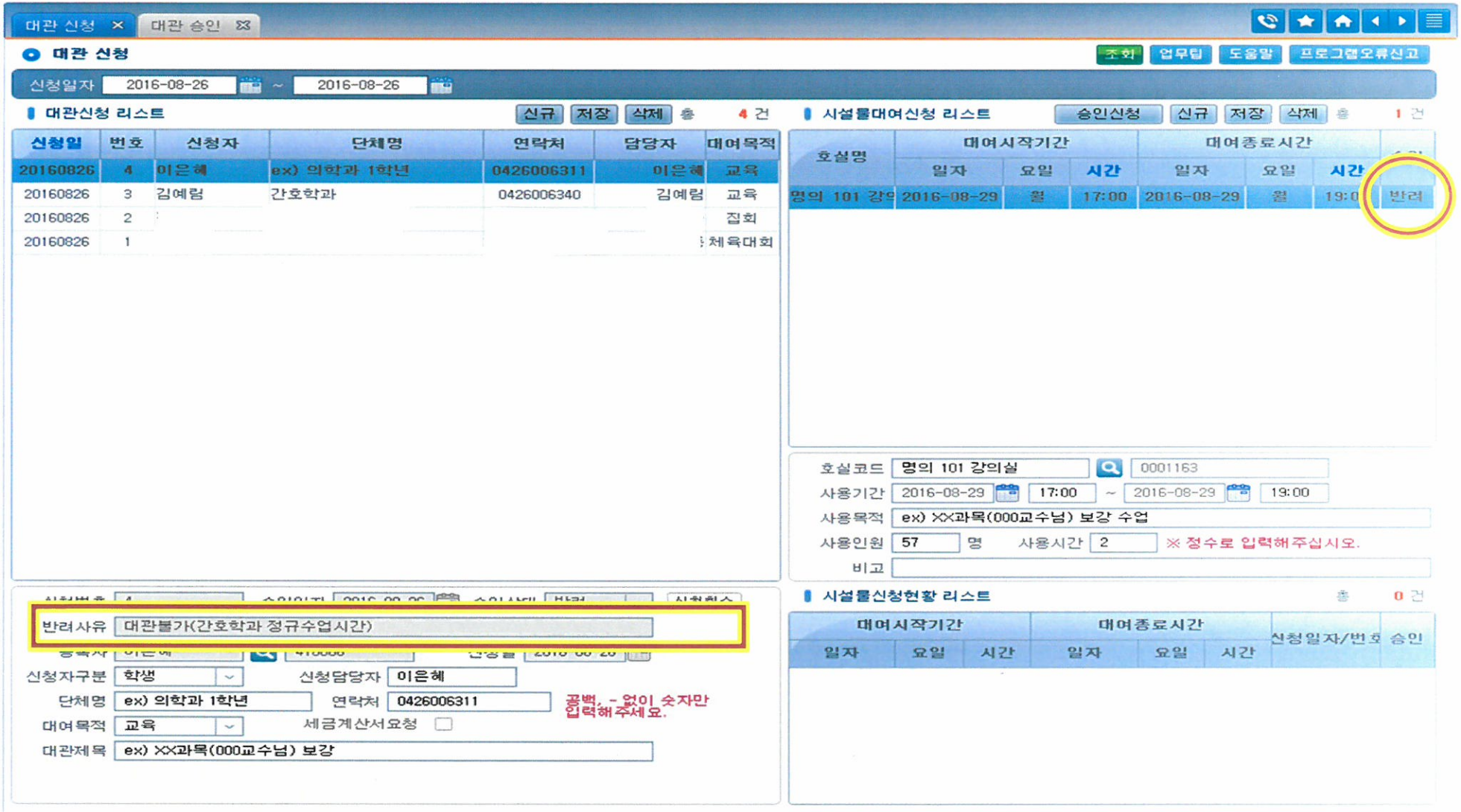
7) → 저장 → 승인신청



8) 승인신청 → 예

(아니오 클릭 시 신청처리무효)

1) 대관신청 반려일 경우
(반려사유를 확인 해 주세요)



2) 시설물신청 승인일 경우
(신청해당일에 이용하시면 됩니다.)

