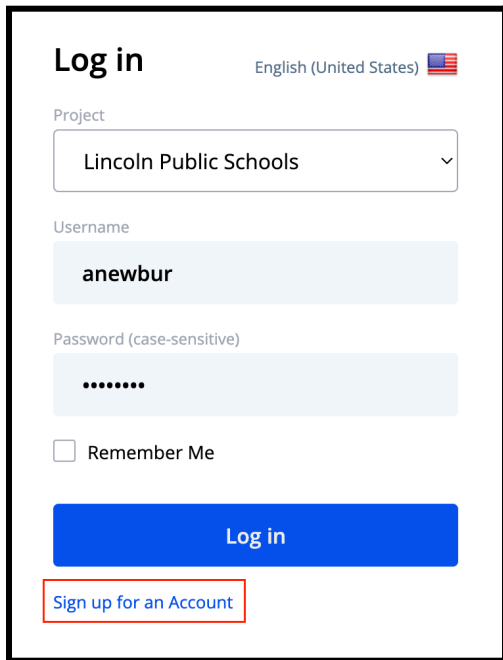


How to Create an Account

Non-LPS Employees will need to create an account before creating a room reservation. *LPS Employees* who are requesting a room reservation on behalf of an organization outside of LPS will need to create an account.



All LPS Employees have an account and are **NOT** required to create an account when requesting a room reservation for an **LPS** event.



From the Archibus Sign in Screen, click on the **Sign up for an Account** link.

The **Create an Account/Account Information** screen is displayed.

Create an Account

Account Information Insurance Account Confirmation

Account Information **Next >>** Clear Cancel

First Name* Bob Last Name* Jones

Organization* BOY SCOUTS Organization Type Community

Select existing Organization or add a new Organization.

Password* Repeat Password*

Telephone Number* 402-499-1234 Email Address* bjones@email.com

Address 1* 1234 South 56th Street Address 2

City Code* LINCOLN State Code* NE

Postal Code* 68510

☒ I have read and accept the [terms and conditions](#).

Enter the required information indicated by a red asterisk (*).

In the **Organization Cell** - please hover over the right side of the cell and you will see three dots. Select those dots to bring up the list of organizations. If you need to add a new organization please select the Add New option in the lower right corner.

You will put the same name in the Organization Code and Organization Name fields. Once entered you will then choose your organization from the drop down list.

Select Value - Organization Code

Organization Code:

01 111 211 31 51 81 91 A13 B27 C13 D13 E20 F22 G52 H14 I4 J16 K10 L108 M21 N43 O1 P51 R22 S50 T10 U15 V5 W10 Y20 Z1 All 705

Organization Code

001

1

1000

1234

12345

1258

12U LINCOLN SOX BASEBALL

1444

1873

1941

1991

19912022

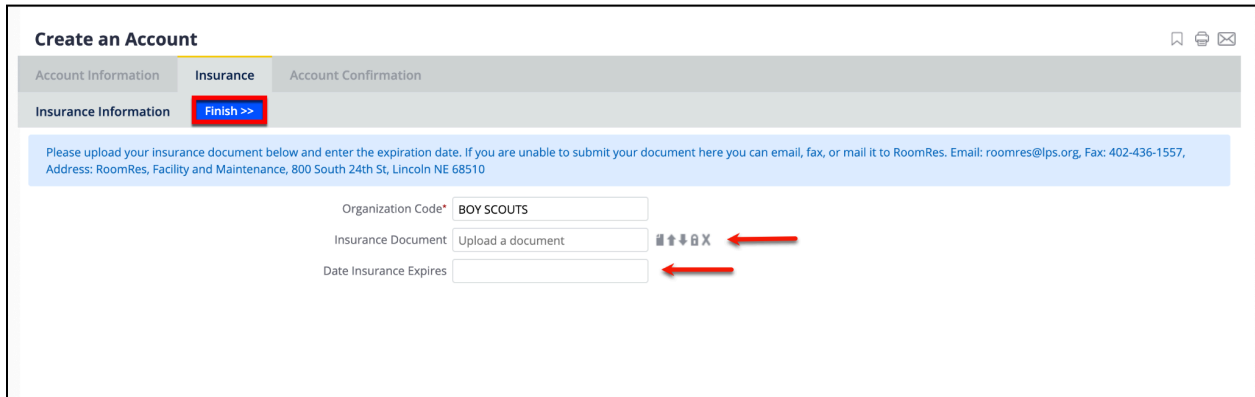
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Close Add New

Click on the **terms and conditions** link to read the Terms and Condition of Use. Click in the box next to **terms and conditions** when finished reviewing them.

Click on the **Next** button when finished.

The **Create an Account/Insurance Information** screen is displayed.



The screenshot shows a web form titled "Create an Account" with three tabs: "Account Information", "Insurance", and "Account Confirmation". The "Insurance" tab is active. Below the tabs, there is a "Finish >>" button. A blue informational box contains the text: "Please upload your insurance document below and enter the expiration date. If you are unable to submit your document here you can email, fax, or mail it to RoomRes. Email: roomres@lps.org, Fax: 402-436-1557, Address: RoomRes, Facility and Maintenance, 800 South 24th St, Lincoln NE 68510". Below this box, there are three input fields: "Organization Code*" with the value "BOY SCOUTS", "Insurance Document" with a placeholder "Upload a document" and a file upload icon, and "Date Insurance Expires" with a calendar icon. Red arrows point to the file upload icon and the calendar icon.

The **Organization Code** will default from the prior screen.

Click on the **upload** button and browse for your insurance document.

Hover the mouse over the **Data Insurance Expires** field and click on the calendar button.

Click on the date to select the **Date Insurance Expires**.



If you are unable to submit your insurance document with the above screen, you may email, fax, or mail it to Tami Friend.

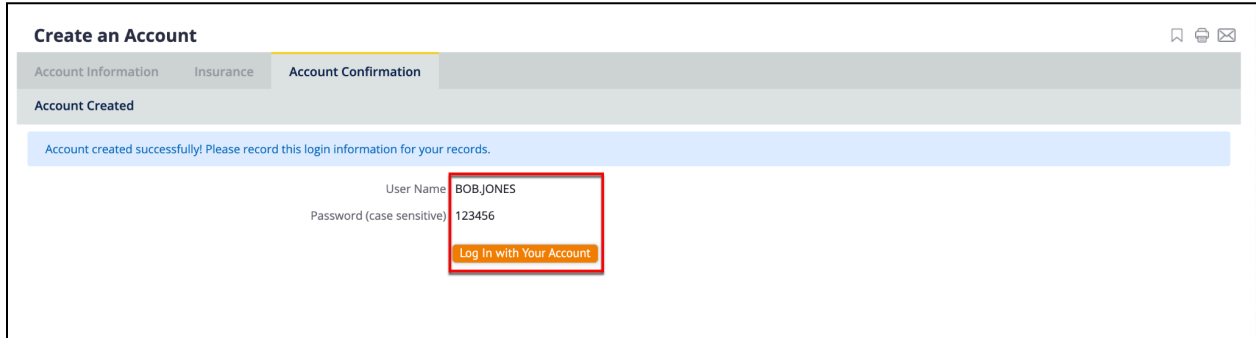
Email: roomres@lps.org

Fax: 402-436-1557

Address: Tami Friend
Operations
800 South 24th St.
Lincoln, NE 68510

A Certificate of Insurance is required to be able to use LPS facilities.

The **Create an Account/Account Confirmation** screen is displayed with your newly created **User Name** and **Password**.



The screenshot shows a web interface titled "Create an Account" with three tabs: "Account Information", "Insurance", and "Account Confirmation". The "Account Confirmation" tab is active. Below the tabs, a message states "Account Created". A blue banner displays the text: "Account created successfully! Please record this login information for your records." Below this, the "User Name" is listed as "BOBJONES" and the "Password (case sensitive)" is listed as "123456". A red rectangular box highlights the "Log In with Your Account" button, which is orange with black text.

Your Username is in ALL CAPS with a period between your first and last name.

Example: Bob.Jones

Record your User Name and Password for your records.

You will use this User Name and Password to request your room reservations.

You have successfully created your account and are now authorized to log in and request room reservations. Click on the **Log In with Your Account** button to access the Archibus system and request a room reservation.