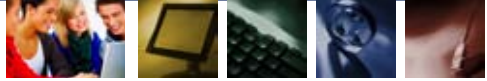




# Use Wagner 117 lab for group training

## FREE to ITS & ULC



Information Technology Services and University Learning Center groups are welcome to use the lab in 117 Wagner Building to conduct hands-on, internal training sessions. Please review the information below for processes and requirements.

## Lab Specifications

Wagner 117 consists of the following hardware and equipment:

- 12 PCs with Windows OS
- 1 Projector and Screen
- 1 Instructor Podium

For a list of current software, visit

<http://clc.its.psu.edu/Labs/Windows/Software/SoftwareList2008.aspx>

## Requirements

A full-time ITS employee must be present during the training session. This person will be responsible for setting the door codes and ensuring that the lab and equipment are in proper order at the end of the session.

## To Make the Reservation

Please contact the ITS Training Services training coordinator by calling **814-863-9522** or e-mailing [itstraining@psu.edu](mailto:itstraining@psu.edu) at least two weeks in advance of the requested reservation date.

**Include the following information when making your request:**

- Requested date & length of lab reservation
- Name and contact information for the full-time employee who will be responsible for the training session (see Requirements above).
- Title of training session and/or group name for room reservation purposes

## Important Note

We are happy to share this resource but are unable to accommodate special requests for hardware and software. Please refer to the information above for current hardware and software availability. We hope you enjoy the use of 117 Wagner lab for your group's professional development!