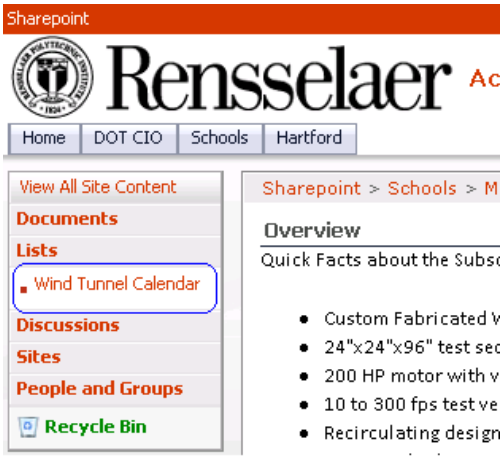
MECHANICAL, AEROSPACE, & NUCLEAR ENGINEERING

How to access the Academic Wind Tunnel Sharepoint Site

1	Click the link to the right or browse to it using Internet Explorer. *(NOTE: Certain Sharepoint features may not work with browsers other than Internet Explorer.)*	https://sharepoint.rpi.edu/sites/mane/windtunnel/default.aspx
2	Enter your RCS ID and password when prompted and click OK. *(NOTE: Please be sure to type "win\" before your RCS ID so that Sharepoint can resolve your account against the WIN domain.)*	
3	On the left hand side of the screen you will see a list of links. Click the one labeled "Wind Tunnel Calendar" to review lab availability.	

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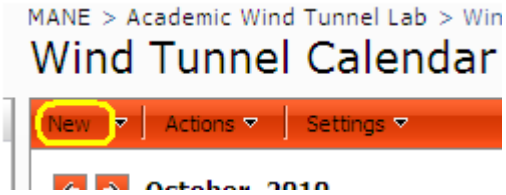
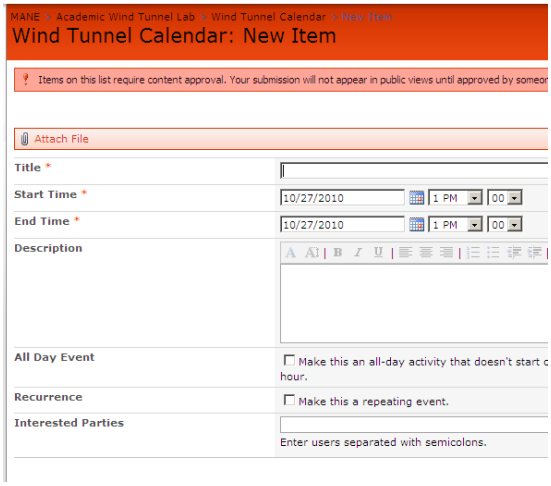
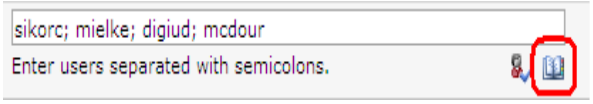
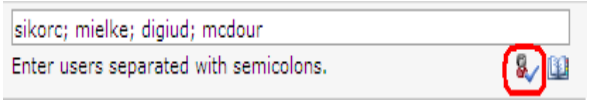
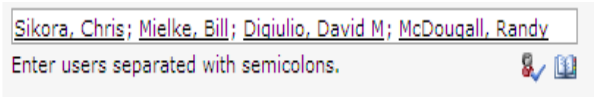
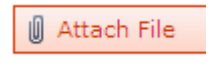
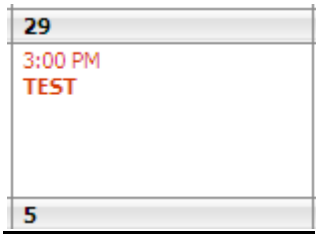
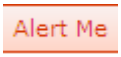
How to request access to the Academic Wind Tunnel

1	Go the Wind Tunnel Calendar SharePoint site (see instructions above) and click “New” from the menu in the upper left hand side of the screen.	
2	Complete the form that appears. Fields marked with a red asterisk are required. Enter a name for the event or group requesting access to the Wind Tunnel, as well as a start and end time and date. Enter details about your request in the “Description” field.	
3	In the “Interested Parties” field, enter the RCSID any other party you would like to include on this request. For example you might enter other members of your group/team, your faculty advisor. If the party does not have an RCSID you will not be able to add them to this field. If you do not know a person’s RCSID you can look it up by clicking the “Browse” icon and search for them by name. When all of your parties are entered and separated by semicolons then click the verify icon to make sure they are all correct.	**Browse Icon**  **Verify Icon**  
4	If you will be doing testing in the Wind Tunnel, be sure to attach your Test Plan to your request by clicking “Attach File” at the top of the form.	

5	Click OK to submit your request. (*NOTE:Once your request is submitted you will not be able to go back and edit it.)* You will then be taken back to the Wind Tunnel Calendar, where your reservation request should be displayed.	
6	If you click your request on the calendar you can display the details. Note that the "Approval Status" will appear as "Pending" until your request has been reviewed by an administrator who will either approve or deny your request.	
7	If you click "Alert Me" from the red menu bar, you can setup an email alert to be sent to you and other members of your group informing them of any changes to your request.	

If you encounter any issues or problems using this SharePoint site please contact Chris Sikora at sikorc@rpi.edu for further assistance.