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Submitting the Technology Request Form

Last Modified on 03/23/2026 4:03 pm EDT

Follow the instructions below to **submit a formal request** for Wharton Classroom Technology Support services (class recordings, classroom technology management, technology set up support, etc).

Use the **Production Request Form** to request Wharton Production services (studio and on-location shoots, webinars, podcasts).

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Step-by-Step Guide

Before You Start

You will need the following:

- PennKey Username and Password
- Budget Code from your Business Administrator (Department or Project)
- An existing room reservation code from **Wharton Operations** (obtained by completing the **Room Reservation Form**)

There are two ways to populate your event to submit a tech request form. The first is through the “**My Reservations**” tab in the Spaces app. The second is by searching for your event title within the Tech Request form itself.

Only the main contact for the room reservation with **Wharton Operations** can submit the **Tech Request Form**. Confirm the main contact with Wharton Operations before submitting.

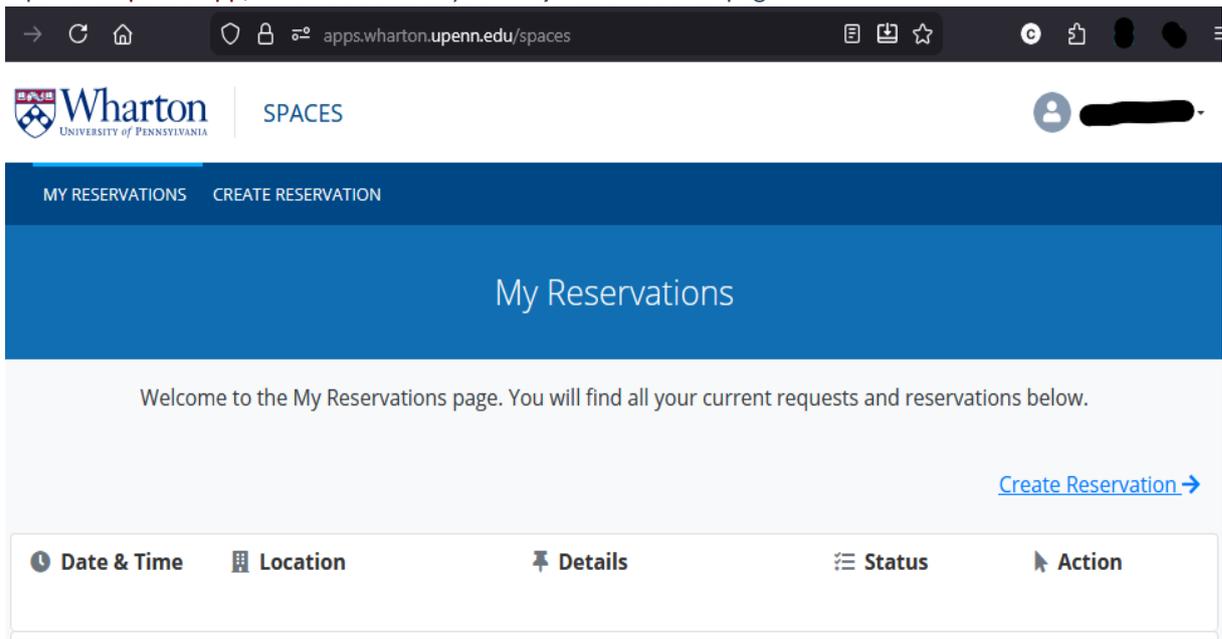
If you have any issues locating your event, please contact Wharton Operations (scheduling@wharton.upenn.edu) or Classroom Tech Support () for further guidance.

Option 1: Most Direct, Pre-Populated Form

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If you have a room assigned via the Spaces app, you can access your “My Reservations” page and submit a request for tech support by doing the following:

1. Open the **Spaces App**, which defaults to your “My Reservations” page.



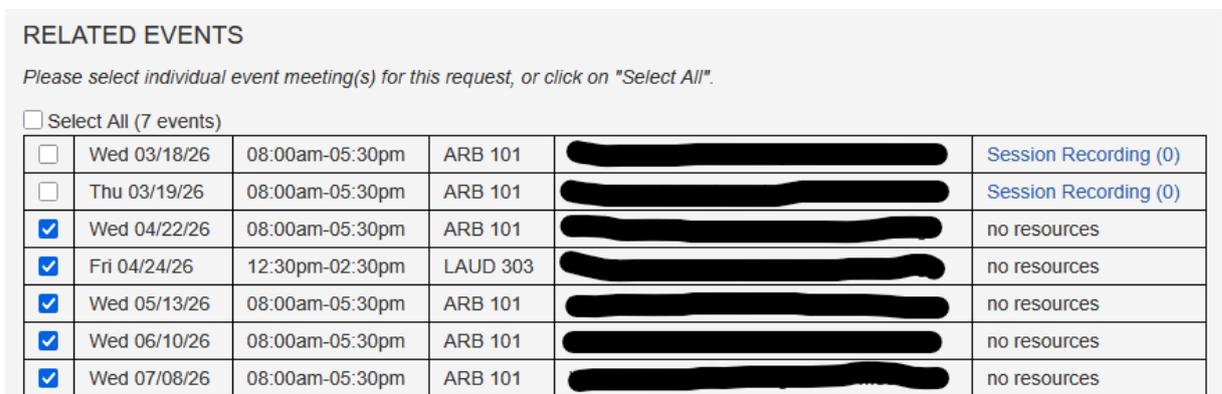
2. Click the “View Request” button beside the event for which you need tech support.



3. Below the event description, click the button labeled “Submit Technology Request for this Event.”



4. This should load the Tech Request form with all the events related to your reservation number under the “Related Events” section.



5. Enter your phone number below the “Primary Contact” section at the top of the form.
6. Select the department/organization of which you are a part in the “Select Organization” drop down menu.

Select “WH Dept Not Listed” if you do not see your department/organization.

7. If there is anyone else who may need to request things for this event, add them as the additional contact. You will need their Penn email.
8. Check "Yes" or "No" depending on if you are submitting on behalf of a student organization.
9. If yes, select your club in the second "Select Organization" drop down menu that appears.
10. Enter the 26-digit budget code for the group submitting the request.

If you lack a budget code at submission, enter 26 digits and note this before submitting. We will assist you.

11. Select the checkbox for the session you want support for (red box). Current resources requested, if any, appear to the right (blue).

RELATED EVENTS

Please select individual event meeting(s) for this request, or click on "Select All".

Select All (7 events)

<input type="checkbox"/>	Wed 03/18/26	08:00am-05:30pm	ARB 101	[REDACTED]	Session Recording (0)
<input type="checkbox"/>	Thu 03/19/26	08:00am-05:30pm	ARB 101	[REDACTED]	Session Recording (0)
<input checked="" type="checkbox"/>	Wed 04/22/26	08:00am-05:30pm	ARB 101	[REDACTED]	no resources
<input checked="" type="checkbox"/>	Fri 04/24/26	12:30pm-02:30pm	LAUD 303	[REDACTED]	no resources
<input checked="" type="checkbox"/>	Wed 05/13/26	08:00am-05:30pm	ARB 101	[REDACTED]	no resources
<input checked="" type="checkbox"/>	Wed 06/10/26	08:00am-05:30pm	ARB 101	[REDACTED]	no resources
<input checked="" type="checkbox"/>	Wed 07/08/26	08:00am-05:30pm	ARB 101	[REDACTED]	no resources

12. Select what technology support will be needed using the different option categories:
 1. "Add Event Support" lets you request a technician for room assistance or training.
 2. Use "Recording Options" to request a full session or audio-only recording. To keep your session private, select "No Recording."
 3. "Hybrid Options" lets you request support for your existing Zoom Meeting or Webinar, ask us to create a Zoom Event Webinar for you, or schedule a Panopto Livestream. If you're unsure or want to discuss with the team, select "I'm not sure what I need."
 4. Use "Microphone Options" to request mics for sessions in rooms with 100 or more seats.

We cannot provide more than one wireless lavalier microphone in regular classrooms.

13. Use the "Notes" section to add details helpful for scheduling the technology, such as VIPs attending, the number of speakers or guests, key timeline points, or questions after completing the form.
14. Click "Submit" to finish the form. You will receive an email and a confirmation screen after successful submission.

Option 2: Search for your event within the form

1. Enter your phone number below the “**Primary Contact**” section at the top of the form.
2. Select the department/organization of which you are a part in the “**Select Organization**” drop down menu.

Select “**WH Dept Not Listed**” if you do not see your department/organization.

7. If there is anyone else who may need to request things for this event add them as the additional contact. You will need their Penn email.
8. Check “**Yes**” or “**No**” if you are submitting on behalf of a student organization.
9. If yes, select your club in the second “**Select Organization**” drop down menu that appears.
10. Enter the 26-digit budget code for the group submitting the request.

If you lack a budget code at submission, enter 26 digits and note this before submitting. We will assist you.

11. Under the question “**Do you have a room assignment confirmed by Facilities?**” check “**Yes**” or “**No**.”
 1. If you do not have a room reservation, you can [submit a room reservation request to Wharton Operations](#).
 2. If you have a reservation, select “**Yes**” and specify if the request is for a scheduled course meeting. Choose “**Yes**” for class sessions and “**No**” for other room reservations (e.g., meetings, events, club meetings).
12. If the technology is being requested for a scheduled course meeting you will find it within this view:

Find Your Course Meeting

Term Department

Courses Select all courses for ACCT

Sections

Start End

13. If the request is for a non-class session with an assigned room it will be found in this view:

Find Your Event [Tips to Find Your Event](#)

Please refine your search criteria as much as possible, since results will be limited to the first 50 events.

Start End Event Name

- a. The event can be searched using the start and end date.
- b. It can also be searched using the Event Name.

Only the main contact on the existing room reservation with **Wharton Operations** can locate an event. If you see the alert “**Meetings for reservation not found, or meetings have already transpired,**” reach out to **Wharton Operations** to confirm the main contact.

If you are not able to be made the main contact for the existing reservation, you may instead select “**No**” for Step 11 and provide your reservation details: title, date of request, start and end time, and meeting or session name. You may include multiple sessions, as shown below.

Event Information

Do you have a room assignment confirmed by Facilities?

Yes

No

Please enter an Event Name for your request

Request Date	Start Time	End Time	Meeting Name
<input type="text" value="04/07/2026"/>	<input type="text" value="1:00pm"/>	<input type="text" value="2:00pm"/>	<input type="text" value="Summer Session Trail"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Summer Session Tr"/> <input type="button" value="X"/>

Please contact **Wharton Operations** to confirm your reservation and finalize the room assignment.

- 14. Once you locate your event or provide reservation details, check the box(es) next to the events requiring technology.

Find Your Event [Tips to Find Your Event](#)

Please refine your search criteria as much as possible, since results will be limited to the first 50 events.

Start End Event Name

Please select individual event meeting(s) for this request, or click on "Select All".

Select All (2 events)

	Date	Time	Location	Event Name	Resources
<input checked="" type="checkbox"/>	Thu 03/07/19	9:00AM-9:50AM		Pub Tech training for new MAPP team member	no resources
<input type="checkbox"/>	Thu 03/07/19	2:00PM-2:20PM		Pub Tech Training - BlueJeans for PhD student talk	no resources

15. Select what technology support will be needed using the different option categories:

1. **"Add Event Support"** lets you request a technician for room assistance or training.
2. Use **"Recording Options"** to request a full session or audio-only recording. Select **"No Recording"** to keep your session private.
3. **"Hybrid Options"** lets you request support for your existing Zoom Meeting or Webinar, ask us to create a Zoom Event Webinar for you, or schedule a Panopto Livestream. If you're unsure or want to discuss with the team, select **"I'm not sure what I need."**

16. Use **"Microphone Options"** to request mics for sessions in rooms with 100 or more seats.

We cannot provide more than one wireless lavalier microphone in regular classrooms with a capacity below 100 people.

17. Use the **"Notes"** section to add details helpful for scheduling the technology, such as VIPs attending, the number of speakers or guests, key timeline points, or questions after completing the form.
 18. Click **"Submit"** to finish the form. You will receive an email and a confirmation screen after successful submission.
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