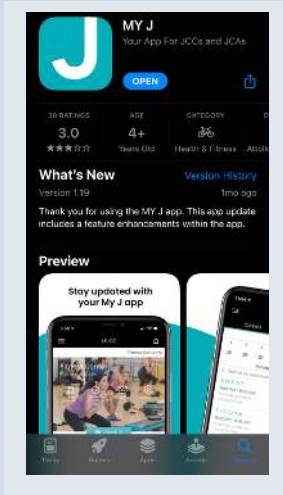


How To Make a JWork Reservation in the My J App

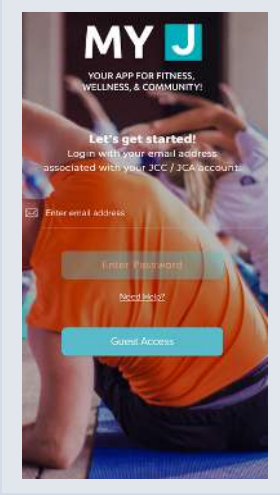
Step 1:



Download the My J app in your phone's app store.

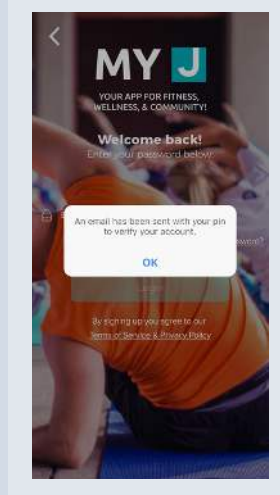


Step 2:



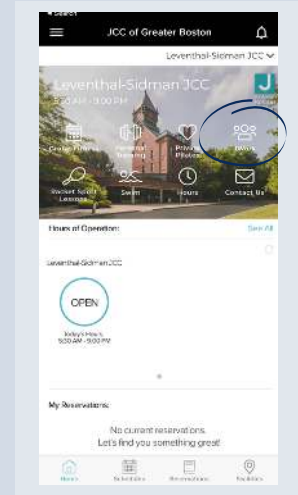
Launch the My J app and enter the email associated with your account.

Step 3:



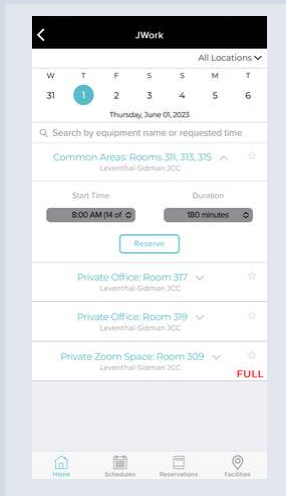
If this is your first time logging in, check your email for a temporary pin and follow the prompt to create a password.

Step 4:



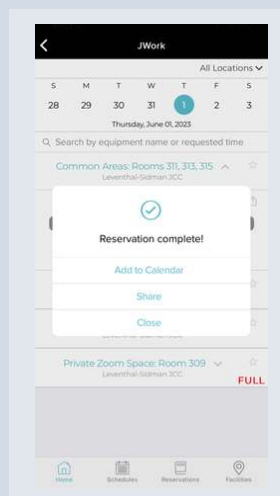
Once you're in, select the JWORK icon to explore available dates/times.

Step 5:



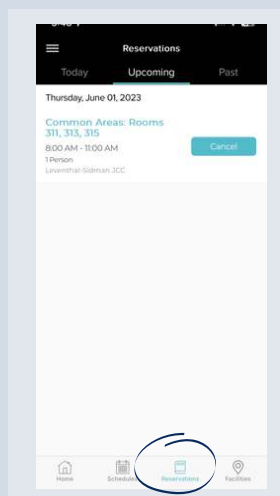
Choose which room you would like, along with one of the preset start times, and select RESERVE.

Step 6:



Add to your calendar so you don't forget!

Step 7:



Manage your reservation using the RESERVATIONS tab.



Get your important tasks done the My J Way!