

HOW TO BOOK A LIBRARY PC

How do you book a PC for future use?

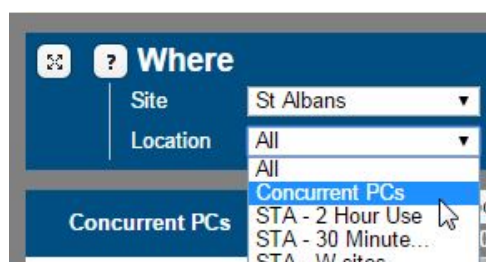
Using the Library's PC Booking system, you can book a PC for **2 Hour Use** up to **7 days** in advance.

- Go to the Library's PC Booking page: <http://mypc.library.vu.edu.au/cire/login.aspx>
- Log into the Booking Screen by entering **your Active Directory (AD)** detail
Username: Student ID number with s-prefix (eg. s3753421)
Password: Temp<date-of-birth in ddmmyyyy format> (eg. Temp27061991) or password you have changed it to after first login.

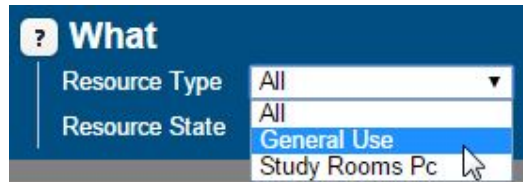
Please note: If you don't have (or can't remember) your Active Directory (AD) login, please contact ITS on 9919 2777 or email: servicedesk@vu.edu.au. Alternatively, you can go to a Library service desk and have your AD login changed there (ID is required).

Selecting your campus

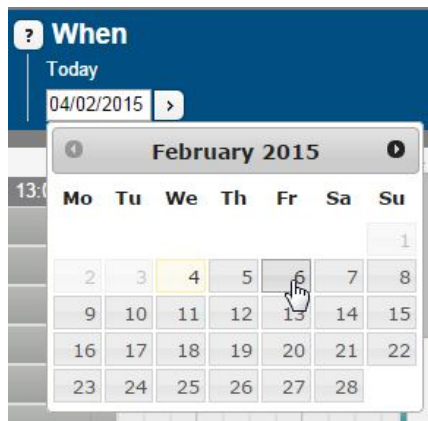
- In the **Where** section of the Bookings Screen, use the **Site** pull-down list to select a Campus Library and the **Location** pull-down list to view the different computer locations in that library. **2 Hour Use** PCs are located on the main library floor, but some campuses will also allow you to pre-book computers in open access labs.



- In the **What** section of the Bookings Screen, select the type of computer you wish to use. Most Library PCs are for General use.

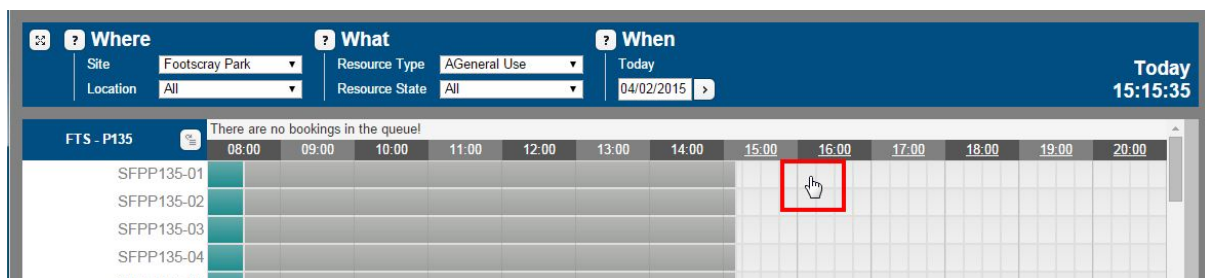


- In the When section of the Bookings Screen, select the date you would like to book the PC for. You can book a computer up to **7 days** in advance, with **3 outstanding bookings** at the one time.

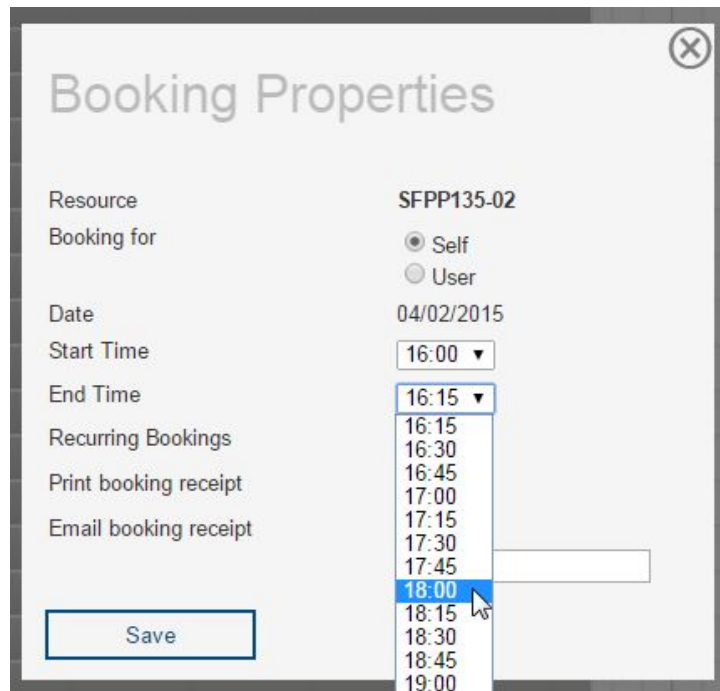


Setting your session start and end times

To make a booking for the particular day you have selected, click on any white space in the line of the PC you would like to book.



In the box that pops up, select the start and finish times of your booking using the pull-down menus. You can use a PC for up to 2 Hours.



Booking Properties

Resource: SFPP135-02

Booking for: Self User

Date: 04/02/2015

Start Time: 16:00

End Time: 16:15

Recurring Bookings:

Print booking receipt:

Email booking receipt:

Save

You will also see the following options:



Recurring Bookings

Print booking receipt

Email booking receipt

If you tick the box next to **Recurring Bookings**, the booking can be made again daily, weekly on a certain day, or monthly and when you want the recurring booking to end.

If you tick the box next to **Print Booking Receipt**, you will be able to print out the details of your booking. Make sure your browser **allows pop-up** windows .

PLEASE NOTE: Printing charges will apply on campus!

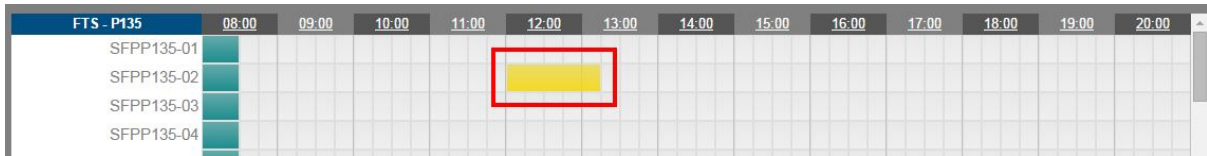
The last option **Email booking receipt** enables you to email yourself a confirmation of your booking. This option is set by default, indicated by the ticked box. Once you have saved your booking, you will **automatically receive an email confirmation** with the details about the booking to your VU email. You don't have to re-enter your emails address in the field provided next to the tick box. This field can be used to email an **additional email to another email address**.

If you do not want to receive an email simply remove the tick out of the box for this option.

Click  to save your booking.


Viewing your booking

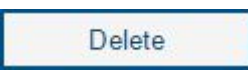
You will now see a coloured block on the screen which represents your booking:



FTS - P135	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00
SFPP135-01	Green												
SFPP135-02					Yellow								
SFPP135-03	Green												
SFPP135-04	Green												

- If you wish to edit the start/finish times or delete the booking, click on the coloured block.

Change the times using the pull-down menus and click  to save the

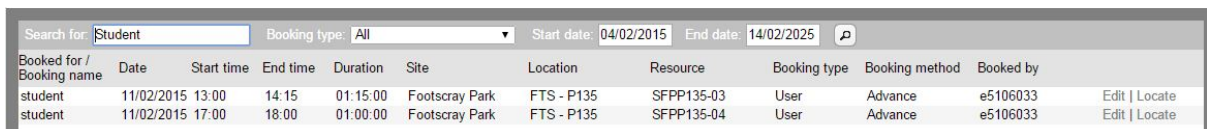
booking. If you wish to cancel the booking, just click 

- Logout by clicking the **Logout** link in the top right corner when you have finished.

Forgotten your booking details?

If you have forgotten the details of your booking, log into the Booking Screen and click on **Search** in the top menu.

You will be taken to the Search Screen. Search for your booking by typing in the user's student number with s-prefix and click the search button icon.



Booked for / Booking name	Date	Start time	End time	Duration	Site	Location	Resource	Booking type	Booking method	Booked by
student	11/02/2015	13:00	14:15	01:15:00	Footscray Park	FTS - P135	SFPP135-03	User	Advance	e5106033
student	11/02/2015	17:00	18:00	01:00:00	Footscray Park	FTS - P135	SFPP135-04	User	Advance	e5106033

- Click on **Edit** if you wish to change your start/finish times or delete your booking.
- Logout by clicking the **Logout** link in the top right corner when you have finished.

REMINDER – TURN UP TO YOUR BOOKING ON TIME!

Your computer booking will automatically be cancelled if you are more than **10 minutes late**.