

Using MediaCheckout.ca

MediaCheckout.ca allows students to make their own reservations up to four weeks in advance for equipment from any computer or mobile device anywhere with Internet access 24 hours a day, seven days a week. Students will also be able to report problems or faults that they may encounter or experience with equipment and facilities via this service. Prior to logging into the system, we must have an **Equipment Access Agreement** on file for you for the academic year.

Type **mediacheckout.ca** into the address bar of your browser and enter your personal Log In information. Please note that the information entered is case sensitive.

User ID: this is your eight-digit student number beginning with the capital 'N'. Note that the 'N' MUST be capitalized.

Password: Use your student number again. If you wish to change your password you may do so in the menu after logging in.

Once you have entered this information, you will be asked to select which Centre you wish to make a reservation at. The Faculty of Media & Creative Arts has several different centres each offering resources specifically related to program needs. Select the appropriate option. Once logged in, you may begin to make your reservation.

Find the equipment you intend to use for your assignment by scrolling through the categories or use the search icon. Add items to your cart, then check-out to add the pick up and return times to your reservation.

Reservations may be made up to 4 weeks (28 days) in advance for most items. Some restrictions apply as there is a fair use policy.

***PLEASE NOTE THE FOLLOWING GUIDELINES WHEN RESERVING FACILITIES
(STUDIOS, WORK-STATIONS, EDIT SUITES, ETC...)***

Please be sure to vacate the facility at the allocated time. Please use the wipes provided to clean your work-station before and after use.

Once confirmed, you will be returned to the home screen and be given a Reservation Number. Additional information about your reservation will also appear and can be edited in **My Account**. You are able to look up any upcoming reservations and edit them from here. Follow these steps again to make a new reservation.

Calendar URL: You can cut and paste the calendar URL into your ICS or iCal based calendar and your reservations will populate in your device for your convenience.

You can also **Report a Problem** via this system at any time if you encounter problems with equipment or facilities. If the Booking Centre is open and the issue is trivial (i.e. a dead battery or burnt out bulb) please come by in person and have the matter looked after immediately. There are six fields of information:

In the **Summary** field, enter a two or three word summary of the problem you are encountering. In the **Resource** field, please enter the barcode number of the resource you have signed out or the room number of the facility. In the **Description** field enter details about the problems you are encountering. Please be specific. Click on the **Submit** button when you are finished.

Students can also ask for help using Program Specific Software (Avid media Composer / ProTools, etc...) using the same system "Report a Problem" and selecting the software they require support for. An email is then automatically sent to the Support team.

Logout when you are finished. The page will time-out after approximately 15 minutes of inactivity, and you may have to log in again and start a reservation over from the beginning if you leave your reservation unfinished. Please keep this in mind when making larger reservations, and know that you can always look up and add to your existing reservations at anytime.

User's Guide (Help): If you find that you have read through this handout and are still having trouble using mediacheckout.ca, you can click on the **Question Mark** at the top of the page. This will open up a new tab or window in your browser with some additional information about the software, some tips, a glossary and a trouble-shooting guide. This can be especially helpful when error messages appear.

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