

How to book a computer using MyPC

Book a computer in the Library up to seven days in advance

You can find the link to the Library website from either LearnZone or from Student Links on the Menu option on the front page of the College website.

You will be able to see a plan of all the computers in the Library and a key to the software installed. This may be important if you need to use specialist software.

MyPC Booking

You can book a computer using the link below or by using the booking computer outside the Computer Study Room. If you require further assistance, please contact or ask a member of Library staff.

We have developed this service to ensure it is easier for students to get a computer when they need one. By clicking the link below, or by looking at the Presentation Screen behind the Library Desk, you will be able to see the computer availability when you need to use a computer.

The computers are available for up to two hours at any one time. If you require the computer for longer, please ask staff at the Library Desk, who should be able to extend the time for you.

**CLICK HERE TO
BOOK A COMPUTER**

[Click here for Library Computer Plan](#)

Click to book a computer and log in with your college user name and password.

Sign In

The MyPC Booking screen will open up for you.

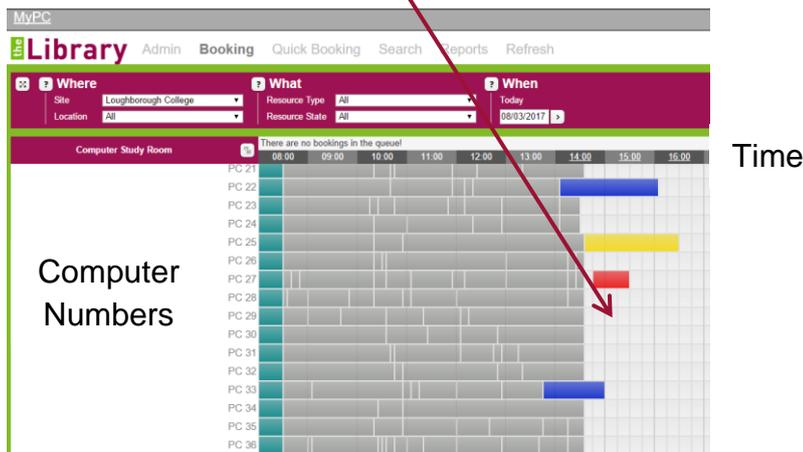
There are a number of drop down menus which can be used to help you select the right computer on the right day.

Where Location:
Use this to select the correct room by checking the library plan

When
Make sure the date is correct, and use the arrow to book up to 7 days ahead

What Resource Type:
Use this to select any specialist software you need to use.

You will see all the computer numbers down the page, and the time of day across the page. In order to select a computer and book a time, you need to click into the **white** square to the right of the computer number and under the time you want to book. For example if you want to book PC 29 from 15:00 you must click in the square as shown.



The Booking screen will appear and you can decide how long you want to use the computer, for up to a maximum time of 2 hours, then click the **SAVE** button to make the reservation.

The 'Booking Properties' dialog box contains the following fields:

- Resource: PC 29
- Booking for: Self, User
- User Name: [P]
- Date: 08/03/2017
- Start Time: 14:40
- End Time: 14:45
- Recurring Bookings:
- Print booking receipt:
- Save button

Your own computer booking shows as yellow on the screen. Other bookings show as red (future bookings) or blue (logged on). Logout of the MyPC site when you have made your booking.

Things to remember:

You can book or use a computer up to four times a day for up to 2 hours at a time. If you exceed this amount of time by logging on to several computers you will see a message on your screen.

Please come to the Library Desk and we can help you make sure you can log on.

We have set this rule to prevent some users potentially using a computer for up to eight hours each day and make it fairer for everyone.

If You Need Help

Phone: 01509 618318

Email: Library@loucoll.ac.uk

