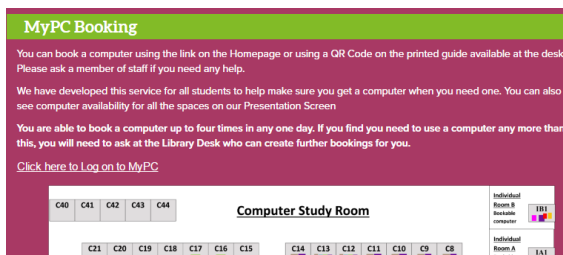


How to book a computer using MyPC

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 in 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.



Click on the link **Click here to log into MyPC**

Log in with your college user name and password.

Username

Password

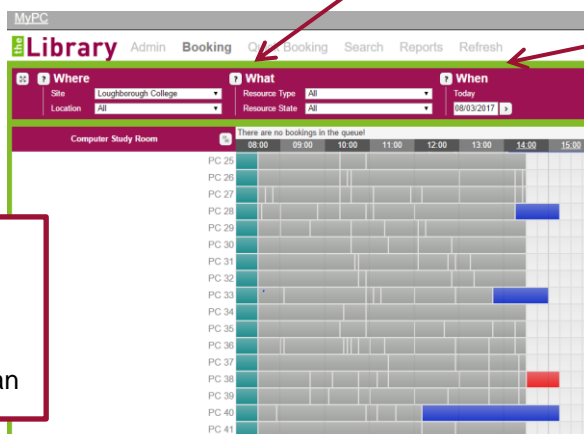
Sign In

MyPC Booking screen will open up for you.

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

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

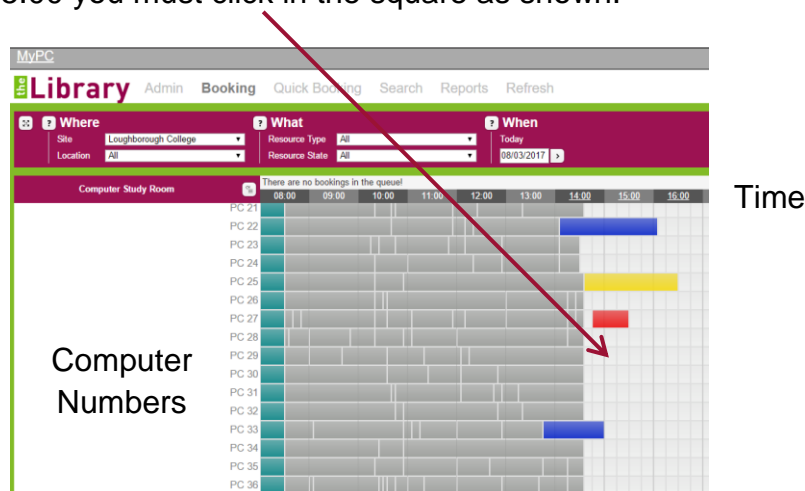
Where Location:
Use this to select the correct room by checking the library plan



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

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.

Booking Properties

Resource: PC 29

Booking for: Self User

User Name:

Date: 08/03/2017

Start Time: 14:40

End Time: 14:45

Recurring Bookings:

Print booking receipt:

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

