

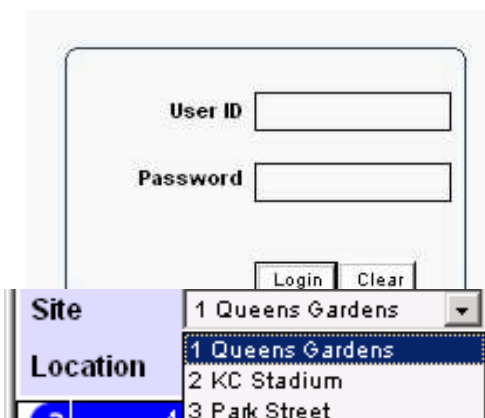
You can book a PC using the college's MyPC software as follows:

1. Use the PC booking terminal in the library or click on the icon on the desktop
2. Login using the box on the left hand side:



Username: **Enrolment Number**

Password: **If you have never used the college network this will be ssDDMMYY where ss is the first two letters of your surname in lowercase and DDMMYY is your date of birth. If you have already changed your password, use the new password you chose.**



The screenshot shows a login form with fields for 'User ID' and 'Password', 'Login' and 'Clear' buttons, and dropdown menus for 'Site' and 'Location'. The 'Location' dropdown is open, showing options: 1 Queens Gardens, 2 KC Stadium, and 3 Park Street.

3. First, select which site you want to book a PC at:
4. Then choose the day you wish to book a PC on by clicking



on the calendar icon and picking a date. You can book up to 2 weeks ahead.

November 2004						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

5. Then choose which PC you want to book and for what time. The PCs are listed on a grid that looks like this:

4. Select	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00
PC02										
PC03										
PC04										
PC06										
PC07										


- Blue blocks mean the PC is already in use.
- Red blocks mean the PC is already reserved by someone else.
- You can book time slots shown by a white block:

6. To make a booking click on the white block of the time you want to start your booking from and then choose the time you want the bookings to end.

Start Time	<input type="text" value="11:30 AM"/>
End Time	<input type="text" value="11:45 AM"/>

You can book for up to 2 hours at a time.

When you have entered your chosen times, click on the **Next** button to see a summary of your booking. Click on **Next** again to finish.

7. Your booking will appear on the grid in yellow. .

Make sure you write down the **number** of the PC you have booked.

This PC will display your enrolment number once your booking starts.

Press Ctrl-Alt-Del and log on as you normally would to the network.

8. **Your booking will be held for 10 minutes from the start time you have selected.**

If you have not logged on in the first 10 minutes your booking will be automatically cancelled.

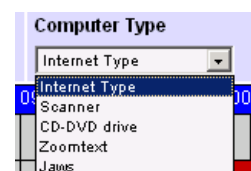
9. 10 minutes and 5 minutes before the end of your booking, you will receive a warning that your booking is nearly finished.

Please make sure you save your work!

At the end of your booking you will be logged off automatically

10. If you need to cancel your booking at any time, log on to the MyPC website and click on the yellow block for your booking and click on the **Remove** button.

11. If you need to book a PC with a scanner, CD/DVD drive or Zoomtext/Jaws software, select a particular **Computer Type**. PCs of that type only will then be displayed.



If you have any problems using the PC booking system, please speak to the staff at the library desk who will be happy to help you

<http://library.hull-college.ac.uk>

This document is available in an alternative format upon request.