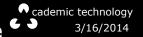
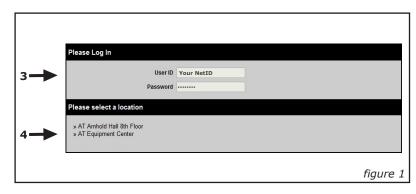


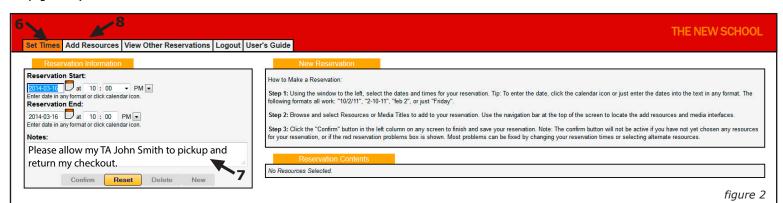
# **Equipment Center Faculty Reservation Guide**



### RESERVATIONS ARE MADE IN MYNEWSCHOOL

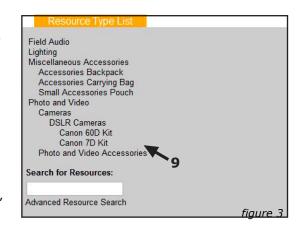
- Sign in to my.newschool.edu\* with your NetID. Click on the Student or Faculty tab. In the Academic Technology box, select: Book Equipment for Pick-up at the Equipment Center
- 2. Read the guidelines and policies carefully before clicking "I Agree". These policies help ensure equipment available for you and others. Failure to follow policies can result in fees.
- 3. Enter your NetID and password in the login box provided (figure 1).
- 4. Click on the AT Equipment Center link (figure 1).
- 5. You will be taken to the home page for the AT Equipment Center. (figure 2)

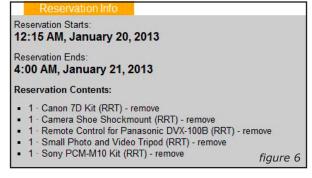




- 6. Click on "Set Times" to return to the home screen and set your Start Time/Date and End Time/Date in the "Reservation Information" box.
  Tip: Faculty can create more than one reservation at a time. To schedule a semester-long recurring reservation, email eqc@newschool.edu.
- 7. If you are working with a Teaching Assistant (TA) and wish the TA to pick-up and/or drop off the equipment, please enter the TA's full name in the Notes field
- 8. Click on the Add Resources" button at the top of the screen. You'll see a screen with a list of resource types in a window labeled "Resource Type List" in the middle of the screen (figure 3). Tip: Use the Search field at the bottom of the box to refine your search.
- 9. Select the item of the type you wish to reserve from the "Resource Type" box that will appear on the right side of the screen, then click the "Reserve one of this type" button (*figure 5*). This will add the item to the "Reservation Info" box on the left (figure 6).

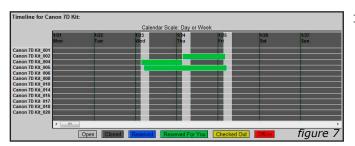






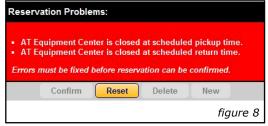


## **Faculty Reservation Guide**



10. If your preferred time is unavailable for a resource type, refer to the resource timeline (figure 7) to see if a certain kit or equipment will be available with a slight modification of your reservation time

- 11. A red box labeled "Reservation Problems" (figure 8) may appear underneath the reservation editing box to show any problems or conflicts that may occur as you choose dates and times for your reservation. Please adjust your scheduland/or requested resources to resolve conflicts (see 9), or contact the Equipment Center for assistance.
- 12. Once all problems have been resolved, click the "Confirm" button to save your reservation (*figure 9*). You will receive an automatic reminder notice 24 hrs. before your reservation start time.
- 13. To edit or delete an existing reservation\*, log into the reservation system and select the AT Equipment Center. The dates of your reservation will appear below the login box click on it to open and edit the reservation (figure 10). Note: Reservations may only be modified online, and changes must be made at least 24 hrs. in advance of the reservation start time.





# Please select a reservation to edit » Create a new reservation » Reservation CK-43577: 3:30 AM, January 24, 2013 4:00 AM, January 25, 2013 figure 10

#### Walk-in Checkout:

If you are unable to reserve equipment, you may be able to checkout equipment on a walk-in basis for up to 48 hours, pending availability. Walk-in checkouts are made a first-come, first-served basis - please allow up to 30 minutes for staff to prepare your order.

Faculty: to schedule a semester-long recurring reservation, please email eqc@newschool.edu .

## Pick-up Equipment

On the date of your reservation, pick up your equipment in person at the Equipment Center (55W 13th Street, 9th floor, Room 921) within 3 hours of the scheduled reservation start time. If your TA is picking up your equipment, please confirm that your TA's full name is entered in the notes field of your reservation (refer to step 7). You or your TA will need to show their New School NewCard photo ID.

### **Return Your Equipment**

Return all equipment before the scheduled reservation end time. There is a 3 hour grace period for returns. Late return fees will apply to reservations that are more than 3 hours overdue. Allow 30 minutes for staff to test equipment. After testing, staff person will give you a receipt. which you both initial.