



at
DISCOVER

How to book a PC or Study desk online using MyPC

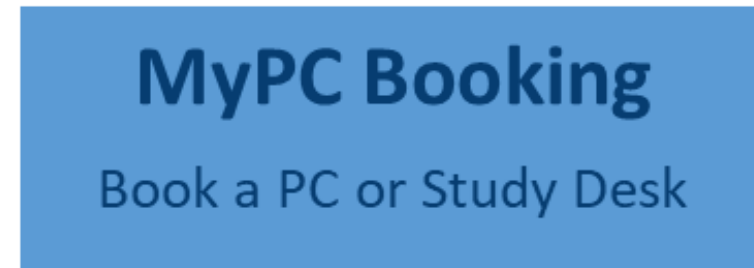
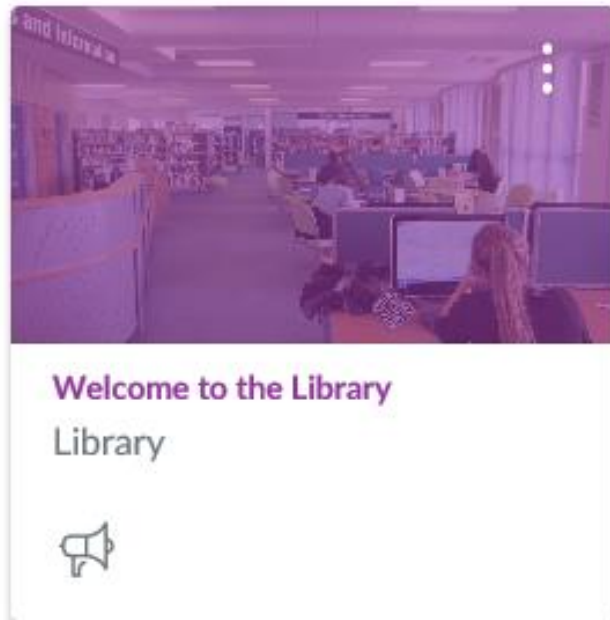
September 2020

New Rules

- Students must book in advance to use a PC or Study desk using MyPC, the Library's online booking system.
- Spaces are limited due to social distancing and are allocated on a first come, first serve basis.
- Students can book a 1 hour slot per day and up to 2 slots 14 days in advance.
- Face coverings must be worn at all times in the Library and Library IT Centre unless a student is exempt.
- Students must sanitise their hands on entry and wipe down the PC and mouse, or study desk before and after use using the wipes provided.

Go to Canvas

- To book a PC or study desk in either the Library or the Library IT Centre the click on the **MyPC** button in the **Welcome to the Library** tile on Canvas. This must be done either through Remote Desktop or on a college computer.



How MyPC works

- You select which area you would like to book, and what date and time.
- **MyPC** will then assign you a PC or Study desk make a note of your booking and go to that PC or Study desk at the allotted time.
- You will also receive an email confirming your booking.
- Please do not turn up early for your booking, as there may be someone booked in on the same station immediately before you.

Booking, Quick Booking and My Bookings

Booking

Quick Booking

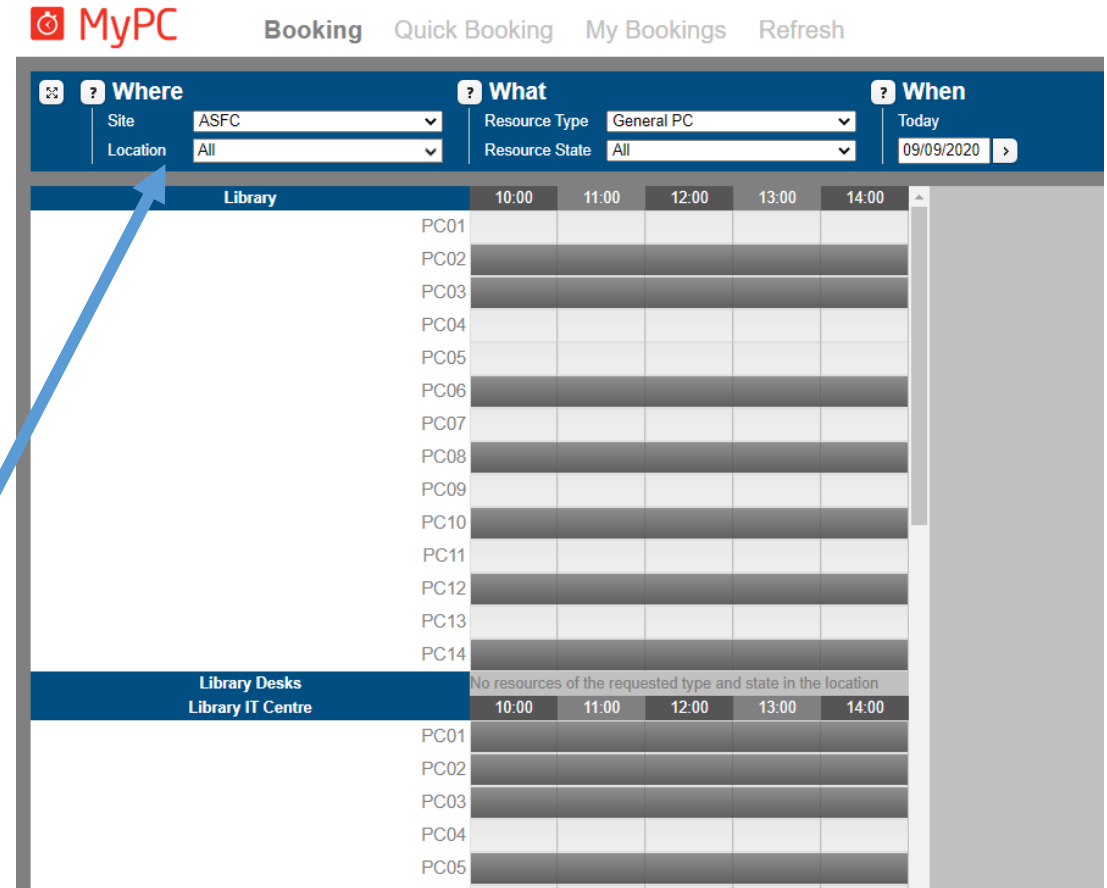
My Bookings

Refresh

- Use **Booking** to see what is available.
- Click on **Quick Booking** to book a PC or Study desk.
- Click on **My Bookings** to view, cancel or amend your booking.

Booking Screen

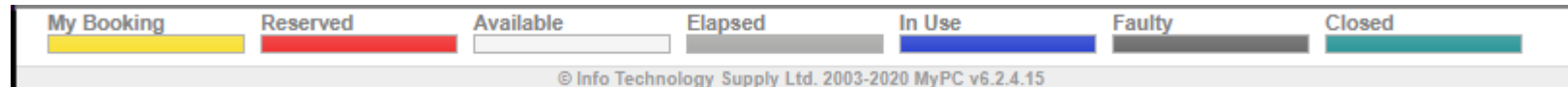
1. You will see the **Booking** screen.
2. From here you can see at a glance which PCs or Study desks are in use. **Blue** for **In use** **Red** for **Reserved**
3. Click on Location to see all available locations
4. Click on the **Quick Booking** tab to book.



MyPC Booking Quick Booking My Bookings Refresh

Where Site: ASFC Location: All **What** Resource Type: General PC Resource State: All **When** Today: 09/09/2020

Library	10:00	11:00	12:00	13:00	14:00
PC01					
PC02					
PC03					
PC04					
PC05					
PC06					
PC07					
PC08					
PC09					
PC10					
PC11					
PC12					
PC13					
PC14					
Library Desks Library IT Centre	No resources of the requested type and state in the location				
	10:00	11:00	12:00	13:00	14:00
PC01					
PC02					
PC03					
PC04					
PC05					



Quick Booking

1. **Where:** select Library, Library Desks or Library IT Centre.
2. Select the **Resource Type** either General PC or Desk.
3. **When:** specify the date and start time.
4. The **Duration** default is 60 minutes.
5. If you are happy with the booking click **Yes**.
6. Click **Finish** once the booking has been created successfully.
7. You will receive a email confirming your booking.
8. Your booking will appear in yellow on the Booking screen.
9. To cancel or amend a booking click on **My Bookings**.

Quick Booking

? Where Anywhere Specific

Site ASFC ▼

Location Library ▼

? What Anything Specific

Resource Type General PC ▼

? When Now Specific

Please select the date for your booking Start Time 10:00 ▼

September 2020

Mo	Tu	We	Th	Fr	Sa	Su
	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				

? Duration 60 ▼

Find

A booking matching your criteria can be created.

Start Time	10:00
End Time	11:00
Date	09/09/2020
Resource	PC11
Location	Library
Site	ASFC

Do you wish to continue with this booking?

Yes
No

My Bookings

Date	Start time	End time	Duration	Site	Location	Resource	
10/09/2020	12:00	13:00	01:00:00	ASFC	Library	PC11	Edit

1. From here you will see your booking(s).
2. Click on Edit to delete your booking or amend it.
3. You will receive an email confirming any changes you have made.

If you have any issues please contact:

Library

learningcentre@asfc.ac.uk

IT

techsupport@asfc.ac.uk