

How to Check Out Multimedia Equipment or Mobile Device via WebCheckout

1. Go to <https://uwyo.webcheckout.net/webcheckout/pir>, or use one of the links on the ASU Homepage, <http://microlab.uwyo.edu/> and login using your UWYO username and password.

The image shows a vertical menu on the left with the following items: ASU Services, Computer Labs, Labs Schedule, Remote Lab System, Computer Accounts, Documentation, Print Quota Utility, Multimedia Equipment, Comments, Student Software, Mobile Printing, 3D Printing, and WebCheckout. The 'WebCheckout' item is circled in green. To the right, under the heading 'Announcements:', there is a section titled 'FREE - Multimedia Equipment Checkout for UW Students:'. Below this, it says 'Make a reservation online or come visit the Walk-In Service Center in the ITC, 1710 E. S. Row.' The word 'webcheckout' is circled in green. Below that, it says 'More info [here](#). Or, click [here](#) to make a WebCheckout reservation.' The word 'here' is circled in green. At the bottom, it says 'Multimedia equipment is listed [here](#).' There are also three horizontal bars in the top right corner of the announcement area, with a green arrow pointing to them.

The image shows the 'Wyo Login' page. At the top left is the UW logo. Below it is the text 'Wyo Login'. The main content area is titled 'Enter Your User Name and Password'. It contains a 'Username' field with the text 'cowboyjoe', a 'Password' field with masked characters, and a checkbox for 'I want to change my password'. Below the password field are links for 'I forgot my password' and 'Get help with logon problems'. There is a 'Logon' button. At the bottom, there is a security notice: 'For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication.' and a note about supported browsers: 'In many UW applications the supported browsers for full functionality are Internet Explorer 11, Firefox, or Chrome. Windows 10 users should follow these instructions for starting Internet Explorer instead of using the default Edge browser.'

2. Select the appropriate Checkout Center. 'Information Technology Multimedia Checkout Center' for Multimedia equipment. Specific colleges will be listed if you are eligible for mobile device checkout from that particular school.

The image shows a 'Patron Portal' window with a 'Choose Checkout Center' dialog box. The dialog box has a title bar and contains the following text: 'Health Science Mobile Device Checkout' and 'Information Technology Multimedia Checkout Center'. There is a 'Cancel' button in the bottom right corner of the dialog box.

Click on the three bars in the upper right corner, select "New Reservation" to begin,

webcheckout Patron Portal

Please contact ASU-IT@uwyo.edu with any questions or concerns.

Matthew Grossinger (patron) @ Information Technology Multimedia Checkout Center — Logout Thursday, August 25, 2016 8:34 AM MDT

Current Checkouts				
Allocation	Actual Start	Scheduled End	Checked Out	Returned
Displaying 10 most current Checkouts				


Future Reservations			
Allocation	Scheduled Start	Scheduled End	Reserved
Displaying 10 most current Reservations			

- Using the date and time boxes in the 'New Reservation' section, select the dates and times for your reservation. **Tip:** note schedule and/or other **conflict errors** that may be flagged for you in the bottom right corner of the webpage.

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New Reservation

Start 2 : 30 PM 08/25/2016 End 08/26/2016 02:30 PM Pickup Option Will Call

Conflict error notification(s), 

- In the 'Browse Resources' section, choose the equipment you wish to check out. Common selections may include one camera, and one tripod.

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New Reservation

Start 2 : 30 PM 08/25/2016 End 08/26/2016 02:30 PM Pickup Option Will Call

Browse Resources

Camcorder

- Hero 4
- ROAM3 1900 HD
- Vixia HF RS2
- Vixia HF40
- Vixia HG21
- Vixia Mini HD
- Vixia Mini X
- XA10 Pro

Camera

- Microphone
- Mount
- Tripod

ROAM3 1900 HD

Contour

Lens Cap(32GB microSDCard)Clipping TabletCrawling Bag(Pole Strap Mount)Hat Mount#Headband Mount#Pole Mount#SD Card Adapter(USB Cable)

Usage Fee: None

Legend: Open, Closed, Reserved, Reserved For You, Checked Out, Unavailable

Calendar: Aug 25, 2016, Aug 26, 2016, Aug 29, 2016

Be sure to add the device to your reservation by clicking on the plus symbol (+) next to the device number.

ROAM3 1900 HD

Contour

Legend: Open, Closed, Reserved, Reserved For You, Checked Out, Unavailable

Calendar: Aug 25, 2016, Thursday

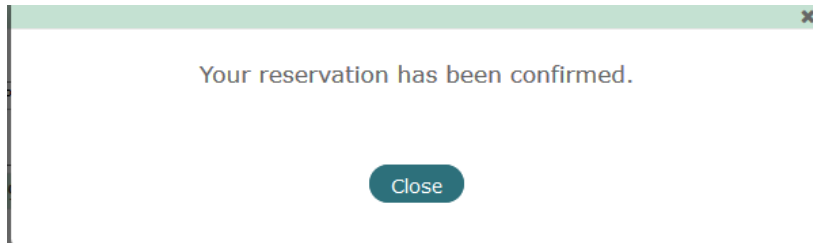
ROAM3_001

ROAM3_002

5. Click on 'Confirm' in the bottom right corner once all conflict(s) (if any) are resolved.



, Look for the confirmation notification.



Note: You will see your Reservations and Checked out equipment in the initial Webcheckout login page.

webcheckout Patron Portal Matthew Grossinger (patron) @ Information Technology Multimedia Checkout Center — Logout
Thursday, August 26, 2016 10:05 AM MDT

Please contact ASU-IT@uwoyo.edu with any questions or concerns.

▼ Current Checkouts

Allocation	Actual Start	Scheduled End	Checked Out	Returned
Displaying 10 most current Checkouts				

▼ Future Reservations

Allocation	Scheduled Start	Scheduled End	Reserved
DK518	Thu, Aug 25, 2016 1:30 PM	Fri, Aug 26, 2016 2:30 PM	ROOM: 1000-RC • ROOM#: 001
Displaying 10 most current Reservations			

For further assistance or walk-in service for Webcheckout, feel free to visit the ITC Walk-in Service Center, 1710 E. Sorority Row, room 160, M-F, 8am-4:00pm.