

How to Create a Reservation Multimedia Equipment or Mobile Device via WebCheckout

1. Go to <https://uwyo.webcheckout.net/patron/> , 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 navigation menu on the left with 'WebCheckout' circled in green. The main content area is titled 'Announcements:' and features a 'FREE - Multimedia Equipment Checkout for UW Students:' announcement. The 'webcheckout' logo is also circled in green. A note instructs users to click on three bars in the right corner of the Patron Portal. Below the note are two bullet points: 'Read steps to check out Multimedia Equipment or Mobile Devices via WebCheckout (pdf)' and 'Multimedia equipment list'.

The image shows the 'Wyo Login' page with a login form. The form includes fields for 'Username' and 'Password', a 'Logon' button, and links for 'Forgot my password' and 'Get help with login problems'. There is also a small disclaimer at the bottom regarding browser support.

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 blue dialog box titled 'Choose Checkout Center' from the 'WEBCHECKOUT Patron Portal'. It lists several checkout centers: 'Agriculture Mobile Device Checkout', 'Business Mobile Device Checkout', 'Engineering Mobile Device Checkout', 'Health Science Mobile Device Checkout', and 'Information Technology Multimedia Checkout Center'. The last option is circled in green. A 'Cancel' button is at the bottom.

Click on the “Create New Reservation” button to begin,

Please contact ASU-IT@uwoyo.edu with any questions or concerns.
Please select the
☰
button on the right to create a new reservation.

Create New Reservation

> My Reservations

> My Current Checkouts

> History

- Using the date and time fields in the ‘Create New Reservation’ section, select the dates and times for your reservation (**one week max.**) **Tip:** note schedule and/or other **conflict errors** that may be flagged for you in the upper left corner of the webpage.

Create New Reservation

Start Time

01/14/2019

▼ 02:30PM ▼

End Time

01/21/2019

▼ 09:00PM ▼

Add Resources

Add repeats

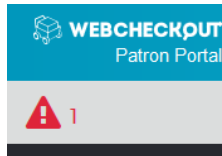
Add note to Checkout Center staff

Will Call



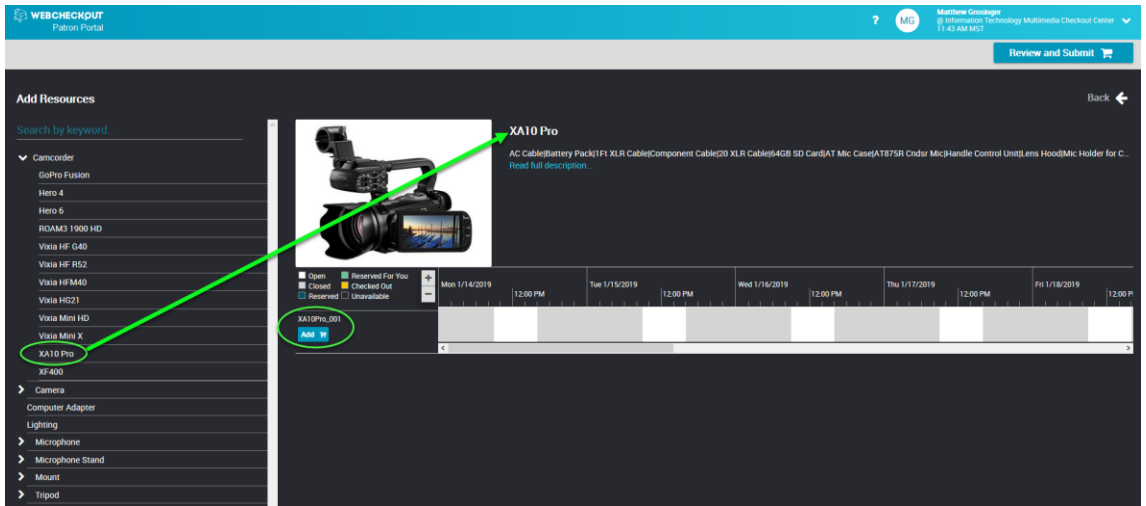
Cancel

Review and Submit



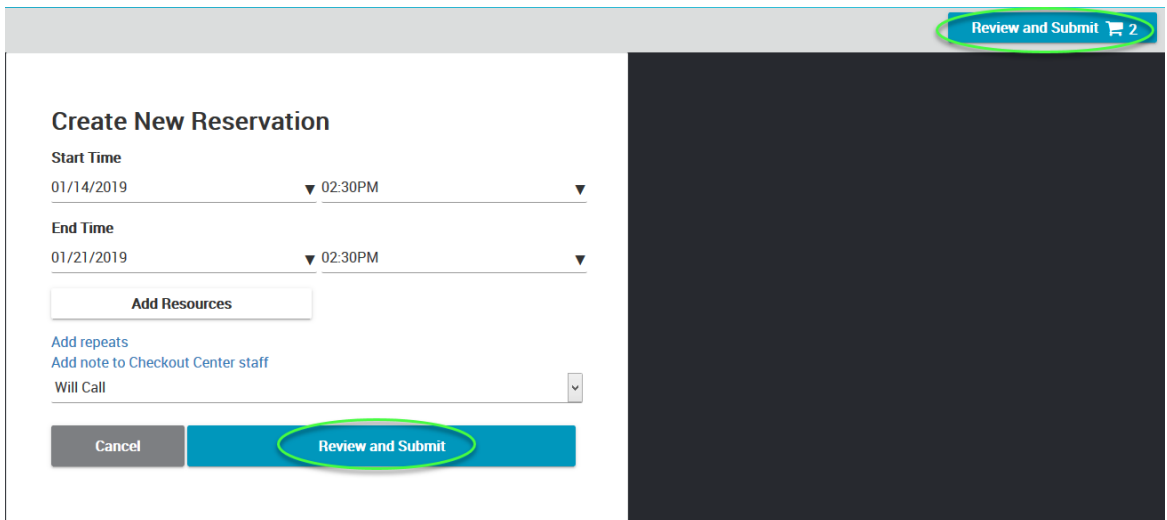
Conflict error notification(s),

- Click the ‘Add Resources’ button. In the Add Resources section, choose the equipment you wish to check out. Common selections may include one camera, and one tripod.



Be sure to add the device to your reservation by clicking on the “Add” button next to the device number.

5. Click on “Review and Submit” in the upper right corner of the webpage, or in the “Create New Reservation” section once reservation is complete and all conflict(s) (if any) are resolved.



Review Your Reservation



Start

Monday, January 14, 2019 2:30 PM

End

Monday, January 21, 2019 2:30 PM

Pickup Option

WILL-CALL

<input type="checkbox"/>	1	LrgTriP_001
<input type="checkbox"/>	1	XA10Pro_001



, Look for the confirmation notification.

Congratulations!



Your reservation has been confirmed.

View, edit or cancel reservations on the home screen under "My Reservations".

Reminder: Will-call pick up is at room 160 in the Information Technology Center (ITC), 1710 E. Sorority row.

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

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

Please select the



button on the right to create a new reservation.

Create New Reservation

My Reservations

Scheduled Start	Scheduled End	Allocation	Items
Mon, Jan 14, 2019 2:30 PM	Mon, Jan 21, 2019 2:30 PM	CK-3029	Large Tripod, XA10 Pro

> My Current Checkouts

> History

For further assistance, **Will-Call pick-up**, or walk-in service for Webcheckout, feel free to visit the ITC Walk-in Service Center, 1710 E. Sorority Row, room 160, M-F, 9am-4:00pm.