

WELCOME!

This Instruction sheet will give you an overview of how to find and book out media resources that are available to you through the Media Centre at the Catholic Education Centre.



First you will need a Client code and password. All staff will have one, call me if you do not know what your information is. Log into the system. Your profile will have lots of valuable information. The history button will show you any resources that you have checked out in the past. If there is something that you really liked and want to use it again you will find it easily in the history section.

Search the catalogue for resources.

Select the material you wish to sign out and click: **Add to Bookbag** or **update Bookbag** for multiple selections. When finished with your selection, click **display Bookbag**. The items you have selected will be listed. (You can leave things in your Bookbag and come back to them at a later time.) Click: **Place a booking on current bookbag**, you will be asked for the date required, **select your courier date**. Click: **Check availability**, this will list the items that are available, click: **confirm to automatically reserve a booking**. The program will automatically prompt you to book any unavailable items at another time. Please call if you need further instructions or if you are in the Board office drop by and I will be happy to go over it with you. **NOTE: If you would like your resources for the next courier please book before 3 o'clock the day before your courier.**

Again, don't hesitate to call me and I will be glad to help out. I want everyone to be able to bring these materials into your classrooms easily and without having to spend a lot of time doing so.

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