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How to: Enroll in Classes

Start off by choosing a desired browser of your choice; Chrome, Safari, Firefox, Internet Explorer, or any other type is acceptable.

1. Go to https://mosaic.mcmaster.ca/ or simply Google McMaster Mosaic and click on the first link.
2. Enter in using your MAC ID and password, click sign in. If needed, select the box “enable accessibility mode”.
3. On the home page, click on the Student Center widget.
4. Under the first subheading in Academics, Click Search
5. Make sure the Term is set to (Current Year) Fall or the term in which you would like to select classes for.
6. Click select subject to browse the different course options
7. EXAMPLE: “Select S” to view the program that begins with that letter
8. EXAMPLE: Select “SocSci” which is the course abbreviation for Social Science
   **Please note:** this is an example only, and you **do not** have to choose a class in Social Science**. Choose classes that are relevant to your faculty.
9. Click Search at the bottom to provide all classes from level 1-4 that are offered in that program. You may get the message saying “Your search will return over 50 classes, would you like to continue? This is fine. Click okay

OR If you know the exact class you are looking for, you can simply enter in the prefix in the course subject box beside select subject. For example, SocSci, Biology, Social and the course number in the second box below ex. 1SS3, 1P03, 1A06, etc.

10. To select a lecture section titled “Core” entitled C0# simply click on it. For example, C01-LEC(13905)
11. **Only if a tutorial/lab is required**, will you have to select one. To do this, simply choose a tutorial/lab section entitled T0# or L0# that fits in your schedule. **(Note: not all classes will have a tutorial or lab)**
   • Click on View All Sections in the bottom blue bar to see all the available options
   • **Note:** The status of the class will be shown in the “status column”. If you see a green circle, the class is open, and you are able to register. If you notice a blue square, that section is currently closed, and you would be unable to enroll. The yellow triangle symbolizes that you are on the waitlist for the class, and may have a chance to enroll once space becomes available.
12. Once completed, click Proceed to Step 2 out of 3
13. Click Finish enrolling to completely enroll.
14. You will get a notification if the class you enrolled in is successful. The status of your enrollment will show up on the right hand side. A checkmark will symbolize a successful enrollment, and an X as an unsuccessful enrollment. If you do see an X, please read the error message, and act accordingly. Most likely, contact the according Faculty Office to resolve this problem.
15. Done!

Now complete the following steps again but instead for the Winter term (See step 5)

A video which shows a step-by-step process of how to register for classes can also be found by going to the following link: https://www.youtube.com/watch?v=4dCVUEIh0Zw

Date Last Updated: May 2017
How to: **Swap Classes**

1. On the home page, click on the **Student Center** widget
2. Click **Enroll** under the first subheading in **Academics**
3. Click **SWAP** as the subheading at the top.
4. Select the **Term** you wish to swap the class for. **Click Continue.**
5. From the **drop down menu** enter the class you wish you **swap from your schedule**
6. Enter the class you would like to be substituted from, **search for class** bar, or **select it from your shopping cart.**
7. **Note:** You are also able to swap a tutorial or lab section within the same core if you wish. To do this, follow the steps:
   - In the **Swap This Class** tab, choose the course
   - In the **With This Class tab**, click the **search bar**
   - Click **select subject** to search for the class
   - Find the class. **Click Search.**
   - **Select** a different tutorial or lab time.
   - Choose the original core section.
   - **Click next**, and then **click next** again.
   - Click Finish Swapping.

8. Done!

How to: **Drop Classes**

1. On the home page, click on the **Student Center** widget
2. Click **Enroll** under the first subheading in **Academics**
3. Click **DROP** as the subheading at the top bar
4. Select the **Term** you wish to drop the class for
5. In the first left hand column you will see a select tab. **Check mark** the boxes to the preceding classes you wish to drop.
6. Finally, click the red **Drop Selected Classes** button
7. Done!
**How to: View your Semester Timetable**

1. Go to [https://mosaic.mcmaster.ca/](https://mosaic.mcmaster.ca/) or simply **Google McMaster Mosaic** and click on the first link.
2. Enter in using your **MAC ID and password, click sign in**. If needed, select the box “enable accessibility mode”.
3. On the home page, click on the **Student Center** widget.
4. Under the Academics tab, select **Weekly Schedule**
5. Click on the **small calendar icon beside** “show week of”, and change the date to September 14 2017. Also, adjust the **start time** to 8:00am and **end time** to 10:00pm
6. Click **refresh calendar**
7. Done! There is your first semester schedule
8. To view Second semester schedule, click on the **small calendar icon** again, and change the date to January 14 2017. Also, adjust the **start time** to 8:00am and **end time** to 10:00pm
9. Click **refresh calendar**
10. Done! There is your official second semester schedule.

**How to: Edit Personal Information**

1. Go to [https://mosaic.mcmaster.ca/](https://mosaic.mcmaster.ca/) or simply **Google McMaster Mosaic** and click on the first link.
2. Enter in using your **MAC ID and password, click sign in**. If needed, select the box “enable accessibility mode”.
3. On the **home page**, click on the **Student Center widget**.
4. **Personal Information** tab near the bottom of the page.
5. Use the drop down menu and select ‘**Addresses**’, Click on the **>> button**.
6. To update, click the **Edit button**.
7. Once completed **click OK**
8. The next displayed screen will allow you to check the information is correct and select if it is a mailing, campus, or permanent address. Once you have checked the information is correct, **Click SAVE**
9. It will then provide you with a **confirmation** of a successful change!

To edit other personal information, simply click on the **desired tab to the top of the page** and change the necessary information. The personal information that can be changed is: **Addresses, Names, Phone Numbers, Email addresses, Emergency Contacts, Demographic Information, Indigenous and, Frist Generation status**.

10. Done!
How to: Apply for Financial Aid

1. Go to https://mosaic.mcmaster.ca/ or simply Google McMaster Mosaic and click on the first link.
2. Enter in using your MAC ID and password, click login. If needed, select the box “enable accessibility mode”.
3. On the home page, click on the Student Center widget.
4. Under the Finances tab, see the subheading ‘Financial Aid’ Click ‘Apply for Financial Aid’
5. To Start you will have to submit a Personal Profile to do so please follow the following Steps:
   - Click on the Aid Year (example: 2017) and start at the welcome tab
   - Expand the text boxes to read the explanations for the aid programs
   - Please read and accept the student declaration
   - Complete personal preferences with the answer that best suit you
   - If you are a student who is receiving OSAP Self-identify as a student with OSAP and SAVE OR if you are not a student receiving OSAP select the reason for not receiving OSAP (example. International student)
   - Print the Required Document List
   - Complete your “Cost of Attendance and Expense’ with the information the best suits you.
   - Once complete Click SAVE
   - Submit all required documents within 10 business days if you are required to submit documents

2. Following completing your Personal Profile you will then be able to apply for the Work Program / Bursary. To do so please see the following steps:
   * NOTE: Apply for Aid during the open application dates for the program. The apply box will only appear if you meet all eligibility Criteria. Return to the application thought the year as application dates vary *
     - Click on the Work Program / Bursary Tab, this is located to the right of the welcome tab, towards the top of the page
     - Submit an application for aid by checking the apply box
     - Click apply at the bottom of the screen
     - All required documents (where applicable) must be submitted to compete the application

3. Following completing your Personal Profile you will then be able to apply for Aid by Application. To do so please see the following steps:
   * NOTE: Award applications are displayed based upon your enrolment and completed profile *
     - Expand heading to see award details
     - Read the terms of the award
     - If you meet all award criteria, check the apply box (box is greyed our if the application is not open)
- Print the required document list
- Click ‘APPLY’, at the bottom of the screen
- Hand in all required documentation
- Check the status of your applications under ‘View Financial Aid Applications’ in Mosaic

For more information or additional information please see the Office of Student Financial Aid & Scholarships website. They are located in Gilmour Hall room 120. Link here: http://sfas.mcmaster.ca/mcmaster-aid/
How to: Complete a MSAF

Note: Students must report illness and injuries resulting in missed classes and assignments. The MSAF is a self-reporting tool for undergraduate students to report absences due to minor medical situations lasting up to 3 days and provides the ability to request accommodation for any missed academic work. This tool cannot be used during any final examination period.

Students may submit one academic work missed request per term. It is the student’s responsibility to follow up with their Instructor immediately (normally within two working days) regarding the nature of the accommodation.

If a student is absent for reasons other than medical; is away for more than 3 days; or exceeds 1 request per term they must visit their Associate Dean’s Office (Faculty Office). Supporting documentation may be required.

In order to use the MSAF tool, you must have the following information available: course Information, email address of Instructor (or Designate), information pertaining to the missed academic work. If you are a student registered with SAS and your absence is related to your disability, please contact your disability counselor immediately, instead of using this form.

You can use the MSAF online if:

☑ You have been absent for 3 days or less (the instructor may include the “due date” of your missed work as 1 absent day).

☑ Your absence was due to minor illness or injury only.

☑ The course work you have missed is worth 24% or less of your grade.

☑ You have not previously submitted an MSAF during the current term.

You can access the McMaster Student Absence Form (MSAF) located in the Mosaic Student Center.

Start off by choosing a desired browser of your choice. Chrome, Safari, Firefox, internet explorer, or any other type is acceptable.

1. Go to https://mosaic.mcmaster.ca/ or simply Google McMaster Mosaic and click on the first link.
2. Enter in using your MAC ID and password, click sign in. If needed, select the box “enable accessibility mode”.
3. On the home page, click on the Student Center widget.
4. Under the first subheading in Academics, use the drop down menu to highlight the MSAF option. Click the >> button.
5. Read the information and Click Proceed.
6. Enter in the corresponding information and click Submit.
7. Done!

For more information, contact your respective faculty office if you have any questions about this form.
How to: View your Unofficial Transcript

**Note:** The *Unofficial Transcript* shows every final grade across your academic career

1. Go to [https://mosaic.mcmaster.ca/](https://mosaic.mcmaster.ca/) or simply Google McMaster Mosaic and click on the first link.
2. Enter in using your MAC ID and password, click sign in. If needed, select the box “enable accessibility mode”.
3. On the home page, click on the Student Center widget.
4. Under the first subheading in Academics, use the drop down menu to highlight the View my unofficial transcript option. Click the >> button.
5. Select View Report
6. Done!

How to: View your Exam Schedule

1. Go to [https://mosaic.mcmaster.ca/](https://mosaic.mcmaster.ca/) or simply Google McMaster Mosaic and click on the first link.
2. Enter in using your MAC ID and password, click sign in. If needed, select the box “enable accessibility mode”.
3. On the home page, click on the Student Center widget.
4. Under the first subheading in Academics, use the drop down menu to highlight the exam schedule Option. Click the >> button.
5. Select the term in wish you want to view the exam schedule for. Click Continue.
6. Done!

**Note:** If you wish you cancel your exam accommodations, and write with your class, email sas@mcmaster.ca, sastests@mcmaster.ca or your coordinator immediately. Those who do not show to the location listed in MOSAIC may be charged a $50 fee. If you have any concerns regarding your accommodated exam schedule contact your SAS Program Coordinator, or arrange an appointment as soon as possible.

How to: View your Grades

1. Go to [https://mosaic.mcmaster.ca/](https://mosaic.mcmaster.ca/) or simply Google McMaster Mosaic and click on the first link.
2. Enter in using your MAC ID and password, click sign in. If needed, select the box “enable accessibility mode”.
3. On the home page, click on the Grades widget.
4. Select the term in wish you want to view the exam schedule for. Click Continue.
5. Done!
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How to: Access Textbooks

1. Go to https://campusstore.mcmaster.ca/ or Google McMaster Campus Store and click on the first link

2. At the top of the home page there is a maroon bar, within this bar there are drop down menu headings. Select the first one entitled Textbooks

3. It will then bring you to a page where you can complete the following steps:
   - Step 1: Program
     - You will want to select ‘McMaster Undergrad and Graduate’
   - Step 2: Term
     - You will want to select the term you are in. An example is ‘Spring/Summer 2017’ BUT in September you will want to select ‘Fall 2017’
   - Step 3: Department
     - This will be the department your course is being offered, and not the department you are in. For example, select ‘Geography’
   - Step 4: Course Code
     - This will be the code of the course you are looking for. An example is ‘1HB3’
   - Step 5: Section
     - This will be the section of the course you are in. An example is ‘C01’

4. After selecting all your courses, repeat step 3 for each course you are registered in.

5. Following this the courses you have selected will be in a list under the heading ‘My Course List’. You will then look to the top right of this list to a button called ‘Find My Textbooks’ and click it

6. This will then bring you to a new page that lists each one of the courses you have selected previously. Each course will be listed with the texts under this. It will include the Titles of the book, if the book is Required or Optional, as well as the Price of the book new and used.

7. Following this step you can do two things. 1. Take note of the Textbooks that are needed, either taking a photo printing the list or by writing them down. Go to the McMaster Campus Store located in Gilmour Hall B101 OR 2. Use the click and Collect option on the campus stores website which more information can be found at this link: https://campusstore.mcmaster.ca/textbooks/click-and-collect.html

8. Done!
How to: Access Avenue to Learn

1. Go to http://avenue.mcmaster.ca/ or Google Avenue to Learn McMaster and click on the first link
2. To the left of the page find the ‘login’ tab
3. Login with your MAC ID and password, click Submit
4. This is now the homepage. This is where you will find ‘my courses’ list
5. Find the course you want to view click on the course and this will then take you to the homepage for the class
6. Once on the course homepage you will be able to access everything that the professor has posted for you
7. Helpful Hints: Please note that not all classes use all of these tabs, this is simply meant as an informative tool and example.

  - Items found under ‘Content’
    - Clicking on this tab will bring you directly to the content in which the professor has uploaded.
      (Examples: ‘Course Outline and Course Overview’ and, ‘Lecture Notes’)
  - Items found under ‘Resources’
  - Items found under ‘Communication’
  - Items found under ‘Assessments’
  - Items found under ‘Learning Portfolio’
    - ‘Learning Portfolio (Peddle)’ and, ‘Learning Portfolio (D2L)’
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How to: Self Register

1. Go to http://sas.mcmaster.ca/ or Google SAS McMaster University and clicking on the first link
2. Find the Student login at the top of the page, once found Click
3. A page will open with the widgets ‘Schedule a Test or Exam’, ‘Accommodation Letters’, ‘Schedule a Workshop’, ‘Course Notes’, ‘Notetakers’, ‘Self registration’ and, ‘my upcoming events’. At this stage you will select the ‘Self registration’ widget
4. You will be brought to top of the page ‘Request for Accommodations’ page. Please read this page and then click the ‘Accommodations’ button (it is a hyper link towards the bottom of the page)
5. Once clicked a page will display asking you to log in, please do so using your MAC ID and password. Press Login
6. This will bring you to a page titled ‘Request Accommodations’. This page will have a chart with ‘course’, ‘status’, ‘Request’ and, ‘Letter’.
7. When registered for classes under the ‘course’ all the courses will be listed and under ‘Request’ there will be a button to click. Click the ‘Request’ button.
8. Once doing so you will be brought to another page title ‘Request Accommodations’. This page will have in the top left a list of your accommodations and in the top right a list of the classes as well as under a place to request accommodations and write notes.
9. Once on this page please review your accommodations carefully to make sure that they are all correct and nothing has changed. If no changes are needed please see Step 1, if changes are needed please see Step 2.

Step 1: No changes are needed to your accommodations at this time

1. Upon reviewing your list of accommodations if no changes are needed than look to the left side of the screen.
2. On the left side of the screen you will see a list of the course that you are currently registered in. Please look over the courses and make sure that all the boxes are checked for the courses that you are requesting accommodations for. If a course is missing, Please see Step 2
3. Once completed move to the ‘Please indicate if your accommodations require any changes:’ box. Here you are given two options once being ‘My accommodations are correct the way they are’ if this is your answer than select the circle beside and ‘If you require changes or additional accommodations please cancel this request and book an appointment with your SAS coordinator.’ Please skip to step 2.
4. Following this step please read the terms and select the box ‘I agree to the terms outline above’ box
5. Final step is submitting your request. To do this, click the ‘submit’ button.
6. Clicking this button will allow a notification to be sent to your coordinator, who upon reviewing your request will either approve or contact you for a meeting. If your request has been approved than you will get an email indicating so.

Step 2: Changes are needed to accommodations

1. Once reviewing your accommodations if changes are needed than please call the office to make an appointment with your disability coordinator to make the changes. Phone Number: 905-525-9140 ext.28652 or email your coordinator

Please do NOT leave a note in the space given as the coordinator will not always be able to see it.

Date Last Updated: May 2017
How to: Access Accommodation Letters – In Print Form

NOTE: * The accommodation letter system does not work on Safari *

Start off by choosing a desired browser of your choice. Chrome, Firefox, internet explorer. Please note that this will not work on Safari.

1. Go to http://sas.mcmaster.ca/ or Google SAS McMaster University.
2. Find the Student login at the top of the page, once found Click Next
4. Once clicked a page will display asking you to log in, please do so using your MAC ID and password, Press Login
5. Once completing Step 4, the display will be the all the course in which you are currently registered in as well as to the right Date last viewed by you and review section – Under the “Review’ heading there will be a button that says View Accommodations click this
6. This will then pull a page up that at the top has a button that says “Generate PDF Letter” click this
7. The letter has now been downloaded to your computer. To Print simply open the PDF document
8. Once open Print two Copies of the letter for each number of classes. (One copy is for your professor to sign and give back to you to bring back to SAS and the other is from the professor to keep)
9. Done!
How to: Access Notes

NOTE: * The accessing notes system does not work on Safari *

Start off by choosing a desired browser of your choice. Chrome, Firefox, internet explorer. Please note that this will not work on Safari.

1. Go to http://sas.mcmaster.ca/ or Google SAS McMaster University and clicking on the first link
2. Find the Student login at the top of the page, once found click Next
3. A page will open with the widgets ‘Schedule a Test or Exam’, ‘Accommodation Letters’, ‘Schedule a Workshop’, ‘Course Notes’, ‘Notetakers’, ‘Self registration’ and, ‘my upcoming events’. At this stage you will select the ‘Course Notes’ widget
4. Once clicked a page will display asking you to log in, please do so using your MAC ID and password, Press Login
5. Select the Course/Notes tab at the top of the page on the left page
6. Click on the course that you would like to check your notes for
7. Once their view the date in which you are looking for and under the download tab click view notes. This will then download your notes
8. Done!
How to: Book a Test or Instructor Supervised Exam

NOTE: * The test booking system does not work on Safari *

Start off by choosing a desired browser of your choice. Chrome, Firefox, internet explorer. Please note that this will not work on Safari.

1. Search this link http://sas.mcmaster.ca/
2. Find the Student login at the top of the page, once found click Next
3. A page will open with the widgets ‘Schedule a Test or Exam’, ‘Accommodation Letters’, ‘Schedule a Workshop’, ‘Course Notes’, ‘Notetakers’, ‘Self Registration’ and ‘My Upcoming Events’. At this stage you will select the *Schedule a Test or Exam* widget.
4. Once clicked a page will display asking you to log in, please do so using your MAC ID and password, Press Login
5. You will then be brought to a page that is entitled help, this page provides some useful information about the test booking process and who to contact if help is needed
6. Following reading this slide, you will then click on the *Schedule a Test, Mid-term or Quiz* – this is at the top of the page on the left
7. Once selecting this you will then be pushed to Page that holds information about booking your test. Please read this and, when complete Click Next
8. Then select the course you intend to book for from the drop down menu. Once complete please click next
9. This is where the Class time and date would be specified. This is the date in which the class writes: the time in which the class starts, and the duration of the write for the class. Following filling in the information click next
10. You are now given the opportunity to select which accommodations you are requesting. Following selecting the accommodations you wish to have for this test you then Click Next
11. You are now able to select what time you want to write your test. With this you may have only been given one time but if this time does not work for you then you can either call or visit the testing center in person to find a more fitting time. Following selecting the time that works best for you click next
12. Confirm and complete the booking. To do this you simple must review the information presented on the screen. After making sure the information is correct, check the box stating ‘I acknowledge that the information I am submitting is correct to the best of my knowledge’ and click FINISH
13. Your test booking is now complete. Please make note of the time in which you have booked your test / midterm / Quiz
14. Done!

**PLEASE NOTE**

If you are less than two weeks away from your test, the system will prompt you to email sastests@mcmaster.ca when doing this, the following information is required:

- Name & Student number / Course Name & code / Date & Time class writes / Date & Time you intend to write (if different form class date & time professor approval is required prior to booking) / Duration of test for the class / Professor Name and McMaster Email address / Accommodations
How to: Access Upcoming SAS Bookings

NOTE: * The accessing notes system does not work on Safari *

Start off by choosing a desired browser of your choice. Chrome, Firefox, internet explorer. Please note that this will not work on Safari.

1. Go to http://sas.mcmaster.ca/ or Google SAS McMaster University and clicking on the first link
2. Find the Student login at the top of the page, once found click Next
4. Once clicked a page will display asking you to log in, please do so using your MAC ID and password, Press Login
5. Once loaded you will see a page entitled my upcoming events with a chart with the headings ‘Details’, ‘Date/time’, ‘Location’ and ‘Status’.
6. Done. You can now use this chart to see your upcoming bookings with Student Accessibility Services. This includes test and exams, the learning strategist in SAS, the assistive technologist in SAS, and appointments with your program coordinator/disability specialist.
How to: Access Library Accessibility Services

Start off by choosing a desired browser of your choice. Chrome, Firefox, Internet Explorer or, Safari.

The SAS website is https://library.mcmaster.ca/las or Google LAS McMaster University and click on the first link

**Contact information:**

Nancy Waite  
Mills Memorial Library, Room L212/C

**Phone Number:** (905) 525-9140 ext. 26058

**Email Address:** liblas@mcmaster.ca  
To obtain alternative format texts, please either email liblas@mcmaster.ca or Visit the office in Mills Library Room L212C.

**Office Hours:**

Please check the website to see when office hours are.
**How to: Access Booking a Consult or Study Room**

To book a consulting room which is to be used by students registered with SAS. The consulting rooms have assistive technology within them that will help students registered with SAS. The steps to booking a room are as follows:

1. Visit [https://library.mcmaster.ca/content/l213g-and-l213h-booking](https://library.mcmaster.ca/content/l213g-and-l213h-booking)
2. Once on this site please read the description at the top of the page, once complete please click ‘Continue to booking page if you are registered through SAS’
3. Clicking this will bring you to a page with Today’s date displayed with the times in which the rooms are available for that day, you can also book a room up to two weeks in advance.
4. Once you have found the date and time that works best for your needs and is available. Click the little circle with a plus inside of it.
5. This screen is will then ask you to login, use your MAC ID and password, click login
6. You will now see a screen where you need to place your information in:
   7. Name or meeting Title — Your name goes in this slot
   8. # of Occupants — Enter the number of people that will be in the room Including yourself
   9. Date — This will already be filled in for the date you have selected in the previous step
   10. Time — This will be filled in with the starting time that you have clicked in the previous step, if this time is wrong just type the correct time
   11. Duration — How long you will be in the room, 2 hours is the maximum amount of time that can be booked
   12. Library — This will already be filled in stating ‘Library Accessibility Services’
   13. Rooms — You can choose between L213G and L213H
   14. Please read the ‘Conditions for use’, when complete click **SAVE**
   15. Done!