STUDENT ACCESSIBILITY SERVICES

This guide aims to ease your transition into university. It will help familiarize you with the services, platforms and processes you’ll need to navigate during your time at McMaster.
TWO WEEK SURVIVAL GUIDE
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Accessing your Accommodation Letters Online

Accommodation Letters are there to help you clearly communicate what accommodations you will need.

How to access your accommodation letters online:

1. Open your web browser and enter: sas.mcmaster.ca
2. Running along the top of the web page click on: Student Log-in
3. From the widget menu, click Accommodation Letters
4. To login you must enter your MAC ID and password.
5. Once logged in, you will see your Accommodation Letters. Simply click on the view accommodations, download it, and then print it out.
6. Print two Accommodation Letters for each class and deliver them to your Professors. One Letter is for your Professor to keep and the second is for them to sign and return to you. (If you do not have access to a printer, please feel free to use the computer and printer located in the reception area of our main office; MUSC B107)
7. After you have your Letters signed by all Professors for the current term, bring them back to SAS and place them in the box’s labeled last name A-M or last name N-Z. The boxes are located on the filing cabinet next to the student computer in reception.
Submitting your Accommodations Letters Online

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.
Booking your Quiz, Test, or Midterm Online

Before you book your tests online with SAS you MUST have your Professor sign your Accommodation Letter. Remember this is a contract between you and your Professor to provide accommodations.

**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.

2. Search this link http://sas.mcmaster.ca/

3. Find the Student login at the top of the page, once found click Next

4. 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.

5. Once clicked a page will display asking you to log in, please do so using your MAC ID and password, Press Login

6. 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

7. 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

8. 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

9. Then select the course you intend to book for from the drop down menu. Once complete please click next

10. This is where the Class time and date would be specified. This is the date in which the class writs: the time in which the class starts, and the duration of the write for the class. Following filling in the information click next

11. 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 -- This section of the booking process is crucial. If you do not select an accommodation, it won’t be provided. For example, if you normally get extra time for tests/exams and forget to select this accommodation, your professor and the test
administrators will not know that they need to implement it. Note that the section under alternative test time must be discussed with your professor before booking. If you and your professor have come to an arrangement then you may click that box. Once you have selected all the relevant accommodations, click ‘next’ to select the date and time for your test.

12. You are now able to select what time you want to write your test. With this you many 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.

13. 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.

14. Your test booking is now complete. Please make note of the time in which you have booked your test / midterm / Quiz.

15. Done!
Meeting with your Professors

Finding their offices

Most of the time you can find the location of your Professors office on their course outline. The course outline also usually states their office hours. If your outline doesn’t have this information, you can send the professor an email asking when they are available. Searching their name should show you their office location and hours. You can use a campus map (you can find a card-sized fold out campus map at any library front desk, or online at http://www.mcmaster.ca/welcome/images/campus_map.pdf to find the building location. Once you know which room your Professor is in, you can go there in person to deliver your letter or speak with them.

Things to bring

You will need to bring two copies of the Accommodation Letter for the Professor’s class. After you and your Professor have met to discuss your accommodations, your Professor keeps one copy of the Accommodation Letter and signs the second copy for you to return to SAS.

What to expect

Every Professor has a different amount of experience with the accommodation process. All you need to do is make sure that you are clear about what your Accommodation Letter says, what needs to be signed, and who gets to keep the signed documentation. Be clear if the Professor needs to assist you with your accommodations.

Questions to ask

You want to be completely sure that your Professor understands his/her responsibility to give you your accommodations. You also want to make sure that you and the Professor are in agreement about how to best implement your accommodations.
Follow Up/ Getting Help

There are many resources that can help you to improve your academic performance. Most of these resources are available by appointment or through the SAS student Ally program.

Assistive technologist:

Our Assistive Technologist is available by appointment. His role is to help find useful assistive technologies, whether it’s by utilizing technologies already available on campus or by providing you with additional tools that help with your academic needs. Some of these tools include the following programs and devices:

- Dragon Naturally Speaking voice to text software: http://www.nuance.com/dragon/index.htm
- Kurzwiel text to voice software: http://www.kurzweiledu.com/default.html
- Inspiration mind mapping software: http://www.inspiration.com/About-Us
- Smartpen lecture taking asset: http://www.livescribe.com/en-ca/

If you want to test these technologies after speaking to our Technologist, you may book a room in Mills Library through Library Accessibility Services (LAS), which is located on the second floor of Mills Library. Before you book these rooms you need to have your Program Coordinator email LAS to confirm your registration with SAS. After that, you can book the room for up to two hours per day, free of charge.

1. Visit 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!

**Learning Strategist:**

Our Learning Strategist is available by appointment. She can help you if you need assistance with any of the following things:

- Reading & writing skills
- The writing process & structure of essays
- Study strategies and techniques
- Time management abilities
- Organizational proficiency
- Motivation

Our Learning Strategist is here to help you develop your academic skills. She does this by providing systems, methods, and strategies that can help you master different academic skills or by showing you new approaches to old problem areas.
TRANSITION HANDBOOK
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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, Sociol 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=4dCVUEIh0 Zw
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 the 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/ 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/ 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/](http://sfas.mcmaster.ca/mcmaster-aid/)
**How to: Complete an 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/](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!
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/ 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/ 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/ 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!
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 ‘CO1’

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.

   I. 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
II. 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/](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)’
Tweaking Accommodations

Most of the students who are registered with us find that they don’t need to change their accommodations once they are in place; however, if you find that your accommodations aren’t working for you we can help! The best way to decide if you need to change your accommodations is to consider the following points:

- Did your test writing experiences go well?
- Did you write with the rest of the class? If you did, do you feel like this was helpful or did it hinder your performance?
- Do you feel satisfied with your test performance?
- Did something about the test create any difficulties other than your knowledge of the course material? (i.e. filling out a scantron card improperly, not proving your point properly on short answer section, etc.).
- Did you feel overwhelmed or out of control during the test?
- Did you run out of time?
- Did you feel distracted by your other courses?
- Did you have any difficulties in any of the lectures, labs, or tutorials for your courses? (i.e. paying attention, writing down thoughts before you forgot, copying information correctly, etc.).
- Did you feel comfortable with your workload, or should you reduce it?

Finally it would be beneficial to go to review you midterm with your professor or TA and look at where you were making mistakes. This is when you may identify weaknesses in your study habits, test taking strategies, or unexpected manifestations of your disability.

After this, if you feel that your accommodations need to be changed you should book an appointment with your SAS coordinator so you can discuss any necessary changes. It may be helpful to come to the meeting with a list of the things you noted or observed.

If you noticed any test taking or studying problems, it would also be beneficial to book an appointment with our Learning Strategist at SAS to discuss ways to address these issues. You can book an appointment by calling 905 525 9140 ext. 20302
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 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
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!