

Canceling a reservation from the public site

1. Go to <http://libonline.scls.lib.wi.us/>
2. Click on the "Reserve a Computer" button.
3. Click "OK" when it tells you to close the window when you are done.
4. Enter your library card and PIN.
5. Click on the "My Reservations" link at the top of the screen.
6. A list of all of your reservations will appear. To cancel any reservation, click on the "Cancel Reservation" button below the reservation.
7. You will receive confirmation that your reservation was successfully cancelled. Click on the "OK" button to continue.
8. Once you are done, you can end your session by clicking on the "Logout" button at the top of the screen.