The MyPC public booking website

Logging into the MyPC public booking website

1. Go to http://mypc.scls.info
2. Enter your entire library card number and PIN.
3. Click Login.

MyPC public booking website menus
When logged into the MyPC website with your library card number and PIN, you may choose from these menu options:

- **Booking** – Displays the Booking grid for making bookings. This option allows you to choose a specific computer you’d like to book.
- **Quick Booking** – Displays the Quick Booking feature for making bookings. This option does not allow you to choose the specific computer you’d like to book.
- **My Bookings** – Displays your future bookings. You may Edit a future booking to change the Start Time and/or End Time, or to delete the booking.
- **Refresh** – Refreshes the current menu.
Making a booking from the Booking menu

1. Select your desired library from the **Site** pull-down menu.
2. Select your desired PC Type/Location from the **Location** pull-down menu.
3. Under “When,” choose your desired date using the arrow or by clicking in the box with the date.
4. Click on an available time slot to create your booking.
   - a. In the pop-up booking window...
     - a. Select the **Start Time** from the pull-down menu.
     - b. Select the **End Time** from the pull-down menu.
     - c. Click on the **Save** button.
   - b. Your booking will be created.
5. If you are unable to create a booking, please see library staff for assistance.
6. Click **Logout** in the upper right when you are finished.
Making a booking from the Quick Booking menu

1. **Where** – click on **Specific** to choose where you would like to make your booking.
   a. Select your desired library from the **Site** pull-down menu.
   b. Select your desired PC Type/Location from the **Location** pull-down menu.

2. **What** – You may skip this. An “Internet PC” will be selected by default.

3. **When** – Choose when you would like your booking.
   a. Click on **Now** to make a booking starting immediately.
   b. Click on **Specific** to select the Date and Start Time for your booking.

4. **Duration** – Select the desired length of your booking from the **Duration** pull-down menu.

5. Click on the **Find** button

6. A booking matching your criteria will be displayed in the box on the right.

7. Creating the booking
   a. Click **Yes** if you wish to create the proposed booking.
   b. Click **No** if you wish to change your criteria to create a different booking.

8. If you are unable to create a booking, please see library staff for assistance.

9. Click **Logout** in the upper right when you are finished.
Editing or canceling your bookings from the My Bookings menu

1. Click on the My Bookings menu. All of your future bookings will be displayed.

<table>
<thead>
<tr>
<th>Date</th>
<th>Start time</th>
<th>End time</th>
<th>Duration</th>
<th>Site</th>
<th>Location</th>
<th>Resource</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/24/2015</td>
<td>3:00 PM</td>
<td>4:00 PM</td>
<td>01:00:00</td>
<td>SCLS Test Library</td>
<td>SCLS Test Lab</td>
<td>Edit</td>
</tr>
<tr>
<td>9/25/2015</td>
<td>3:00 PM</td>
<td>4:00 PM</td>
<td>01:00:00</td>
<td>SCLS Test Library</td>
<td>SCLS Test Lab</td>
<td>Edit</td>
</tr>
<tr>
<td>9/26/2015</td>
<td>9:00 AM</td>
<td>9:30 AM</td>
<td>00:30:00</td>
<td>SCLS Test Library</td>
<td>SCLS Test Lab</td>
<td>Edit</td>
</tr>
<tr>
<td>9/26/2015</td>
<td>3:00 PM</td>
<td>4:00 PM</td>
<td>01:00:00</td>
<td>SCLS Test Library</td>
<td>SCLS Test Lab</td>
<td>Edit</td>
</tr>
</tbody>
</table>

2. To edit or cancel a booking, click the Edit button to the right of the booking details.
   a. To edit the booking, adjust the Start Time and/or End Time as desired and click the Save button
   b. To cancel the booking, click the Delete button.

3. Click Logout in the upper right when you are finished.