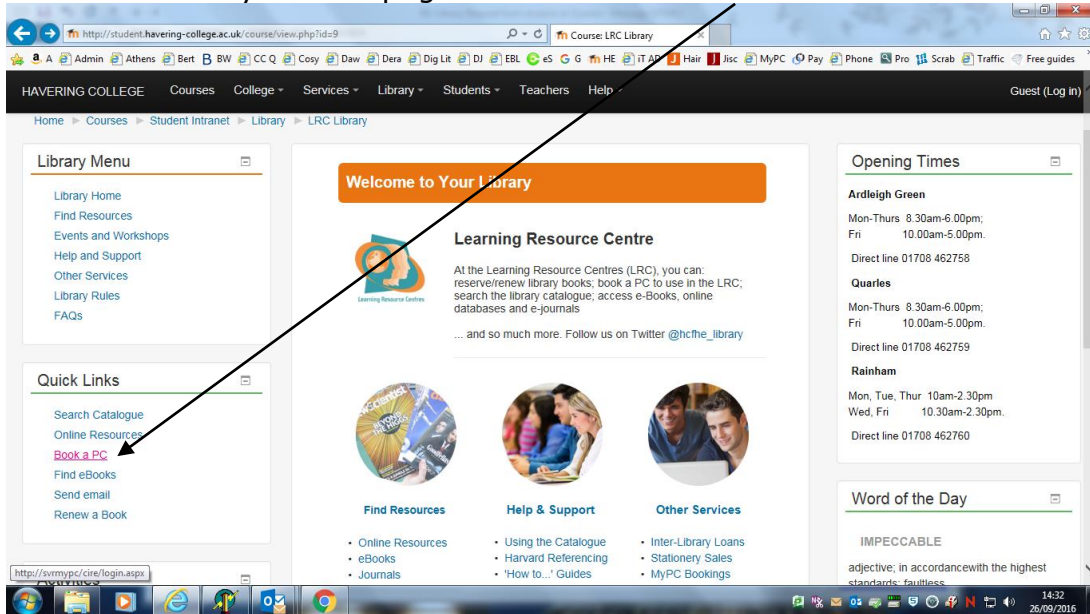


NO.12 - How to ...make a MyPC booking

1. Go to the Library Moodle page and click on **Book a PC**

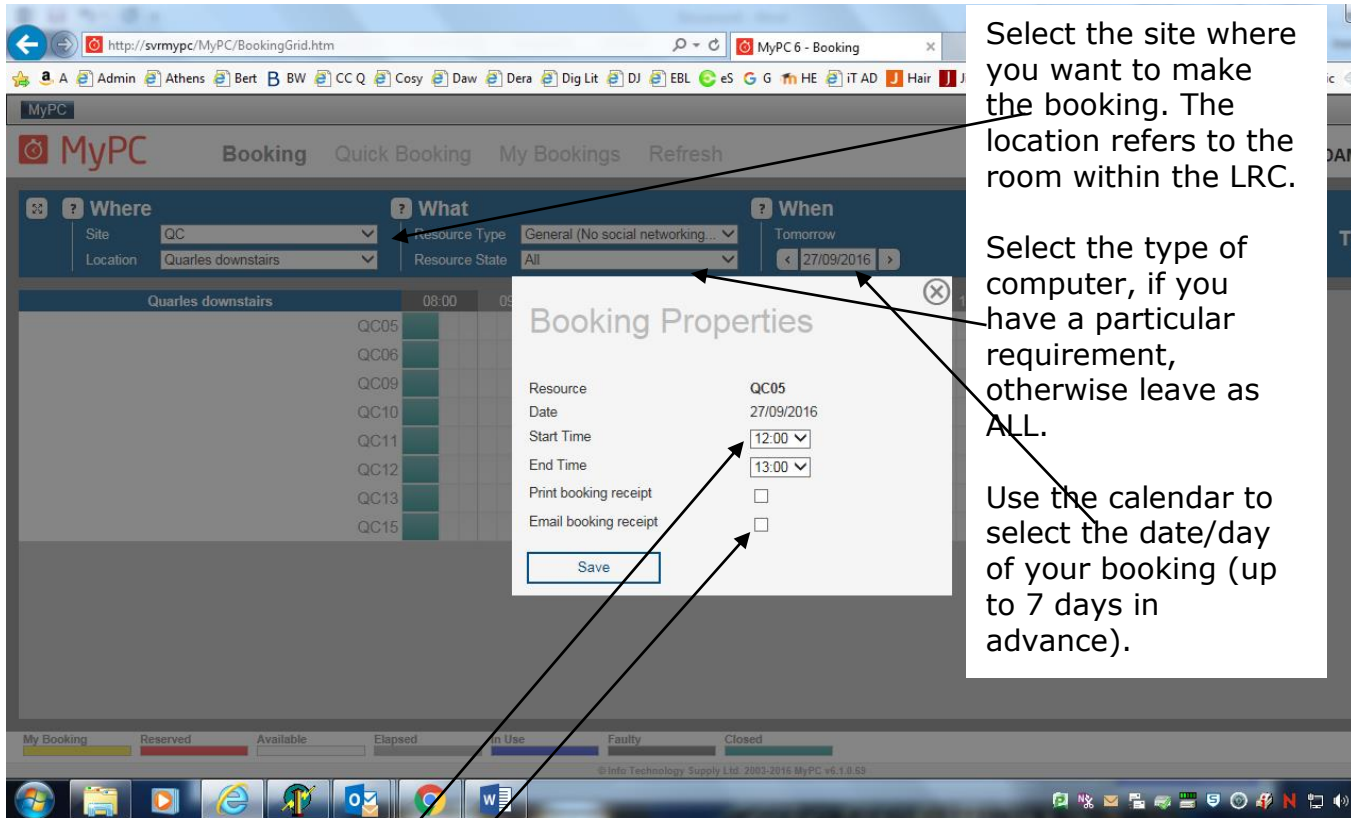


2. Type in your usual network ID and password (e.g. **student number/date of birth DD/MM/YYYY**)

Please enter your Havering College username and password in the boxes above and then click "Login"
 You can book a PC up to 7 days in advance and select a PC with specialist software or a scanner if required
 Contact LRC staff for assistance if required



3. Select the Site, Computer type and Date/Time you would like to book.
 You may generally book 1 hour at a time and up to 3 hours per day.



Select the site where you want to make the booking. The location refers to the room within the LRC.

Select the type of computer, if you have a particular requirement, otherwise leave as ALL.

Use the calendar to select the date/day of your booking (up to 7 days in advance).

Finally, click on the white box at the time you require then click in the **Email booking receipt**, you will get confirmation of your booking in your student email. The time slot will turn **yellow** in your account.

