



**College of Media**

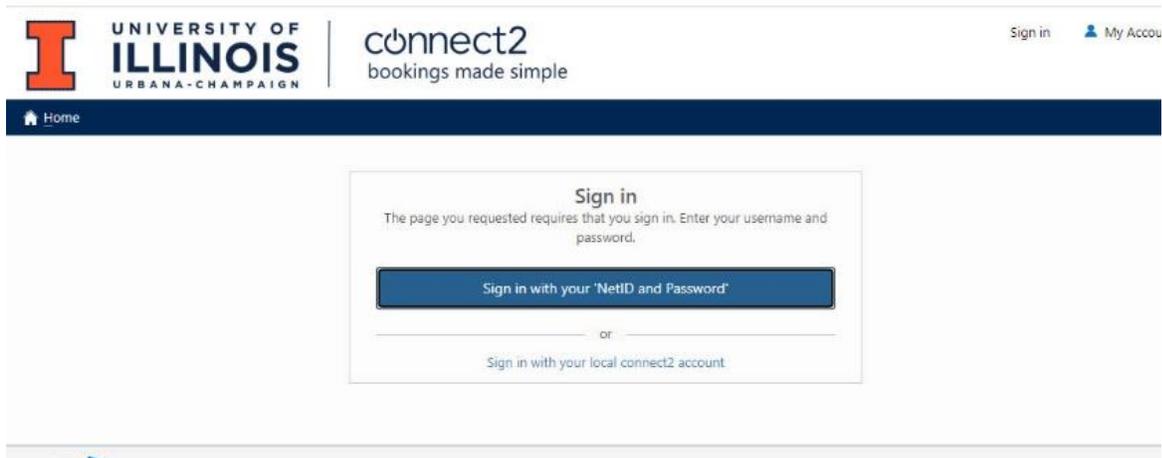
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

# How to reserve equipment from the Media Technology Center

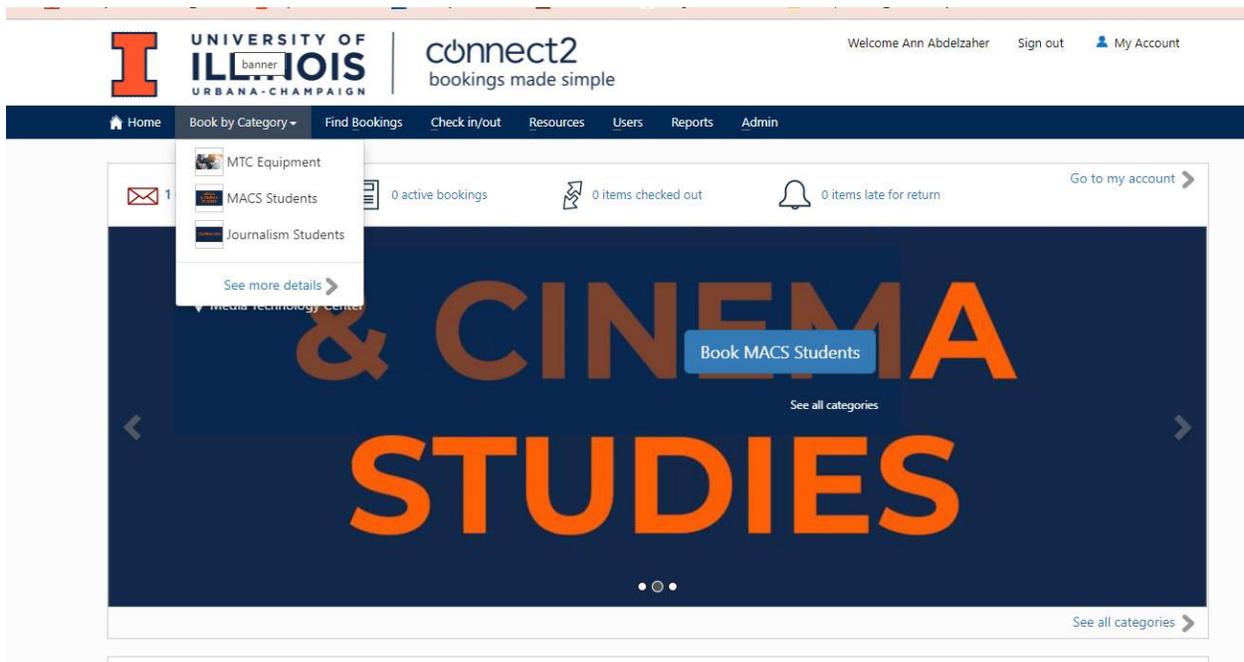
The Media Technology Center now has an online reservation system. This manual is to guide you through the steps required to reserve equipment for checkout from the Media Technology Center.

1, Go to <https://illinoismtc.getconnect2.com/>

2. Login with your netID and password.



3. Click Book by Category and select your department (ADV, MACS, or JOUR).  
**\*You should only see one or the other\***



#### 4. Select the equipment you wish to reserve.

The screenshot shows the 'connect2' interface for the University of Illinois. The header includes the university logo, the 'connect2' logo with the tagline 'bookings made simple', and user information: 'Welcome Damian McNary', 'Sign out', and 'My Account'. A navigation bar contains 'Home', 'Book by Category', and 'Find Bookings'. The main content area is titled 'Journalism Students - Select resource'. It features a search bar with the placeholder text 'Search'. Below the search bar is an 'Availability' section with 'Collect' and 'Return' date pickers and a 'Go' button. The search results are titled 'Journalism Equipment (10 results)'. Three items are visible: 'Jour - Canon EOS Rebel T5i Camera Kit A', 'Jour - Canon EOS Rebel T5i Camera Kit B', and 'Jour - Canon EOS Rebel T7i Camera Kit A'. Each item includes a camera image, location 'Media Technology Center', category 'Journalism Equipment', and a 'Create booking' button.

#### 5. Click Create Booking

The screenshot shows the 'Create Booking' step in a multi-step process. A progress bar at the top indicates the current step: 'Select resource' (highlighted with a green circle), 'Select time', 'Verify booking', and 'Booking confirmation'. Below the progress bar, the word 'resource' is displayed above a search bar. A 'Back' button is visible to the right of the search bar. The search results are titled 'Journalism Equipment (10 results)'. Two items are visible: 'Jour - Canon EOS Rebel T5i Camera Kit A' and 'Jour - Canon EOS Rebel T5i Camera Kit B'. Each item includes a camera image, location 'Media Technology Center', category 'Journalism Equipment', and a 'Create booking' button. The first item has a quantity of 'x28' and the second has 'x1'.

## 6. Enter start date, end date and times.

The screenshot shows the 'Journalism Students - Select time' page. At the top, there is a navigation bar with the University of Illinois logo, 'connect2 bookings made simple', and user information 'Welcome Ann Abdelzahr'. Below the navigation bar is a progress indicator with five steps: 'Select owner', 'Select resource', 'Select time', 'Verify booking', and 'Booking confirmation'. The 'Select time' step is currently active.

The main content area is titled 'Journalism Students - Select time'. It features a calendar for the week of August 20-26, 2023. The calendar shows a grid of days and times. Two blue blocks indicate 'Your booking': one from 9:00 AM to 11:00 AM on Thursday, August 24, and another from 11:00 AM to 1:00 PM on Wednesday, August 23.

On the right side, there is a form for selecting the start and end dates and times. The 'Start date' is set to 08/23/2023 and the 'Time' is 11:00 AM. The 'End date' is set to 08/24/2023 and the 'Time' is 11:00 AM. There is an 'Update' button and a 'Clear' link. Below the form, there is a section for 'Currently selected' which shows 'Jour - Canon EOS Rebel T5i Camera Kit A'. There is also a 'Recur' button and a checkbox for 'Override booking rules, open hours and permissions.' which is checked. At the bottom, the 'Owner' is listed as 'Ann Abdelzahr (AnnABD)' with a 'Find new owner' link.

## 7. Click Next

The screenshot shows the 'Booking confirmation' page. The progress indicator at the top now shows the 'Booking confirmation' step as active. The main content area is titled 'Booking confirmation' and displays the following information:

- Reference number:** Con000006
- Owner:** Ann Abdelzahr (AnnABD)
- Created by:** Ann Abdelzahr (AnnABD)  
Pre-booked by customer on 8/15/2023 10:37 AM

Below this information is a table with the following columns: 'Date and time', 'Qty', 'Resource', 'Barcode', 'Checked out', and 'Checked in'. The table contains one row:

Date and time	Qty	Resource	Barcode	Checked out	Checked in
8/23/2023 11:00 AM - 8/24/2023 11:00 AM	1	Jour - Canon EOS Rebel T5i Camera Kit A	-	-	-

On the right side, there is a sidebar with three links: 'Return to homepage', 'Print page', and 'Add to my calendar'.

## 8. Verify booking and click Submit

The screenshot shows the 'Verify booking' step in the connect2 system. The top navigation bar includes the University of Illinois logo, the 'connect2 bookings made simple' logo, and user information: 'Welcome Ann Abdelzاهر', 'Sign out', and 'My Account'. The main navigation menu contains: Home, Book by Category, Find Bookings, Check in/out, Resources, Users, Reports, and Admin. A progress bar at the top indicates the current step: 'Verify booking' (active), with previous steps 'Select owner', 'Select resource', and 'Select time' marked as complete. The 'Booking confirmation' step is also visible but not yet reached. The main content area is titled 'Journalism Students - Verify booking' and includes a 'Back' button and a 'Submit' button. Below this, the 'Owner' section shows 'Ann Abdelzاهر (AnnABD)'. The 'Items' section contains a table with the following data:

Date and time	Qty	Resource	Barcode	Checked out	Checked in
8/23/2023 11:00 AM - 8/24/2023 11:00 AM	1	Jour - Canon EOS Rebel T5i Camera Kit A	-	-	-

## 9. Verify Booking Confirmation

The screenshot shows the 'Booking confirmation' step in the connect2 system. The top navigation bar and main navigation menu are identical to the previous screenshot. The progress bar now shows 'Booking confirmation' as the active step, with all previous steps marked as complete. The main content area is titled 'Booking confirmation' and includes a 'Return to homepage' button, a 'Print page' button, and an 'Add to my calendar' button. Below this, the 'Reference number' section shows 'Con000006'. The 'Owner' section shows 'Ann Abdelzاهر (AnnABD)'. The 'Created by' section shows 'Ann Abdelzاهر (AnnABD)' and 'Pre-booked by customer on 8/15/2023 10:37 AM'. The 'Items' section contains a table with the following data:

Date and time	Qty	Resource	Barcode	Checked out	Checked in
8/23/2023 11:00 AM - 8/24/2023 11:00 AM	1	Jour - Canon EOS Rebel T5i Camera Kit A	-	-	-

10. Go to the Media Technology Center on the day and time you reserved to pick up your equipment. **Please remember to check over the equipment BEFORE you leave the Media Technology Center as you are responsible for any missing or broken equipment.**

11. Remember to return the equipment on the day and time that you scheduled with all components for the kit included.