MCMA Online Equipment Checkout System Tutorial

PART 1: HOW TO LOG IN & OUT:

1. Use Firefox as your preferred browser for the MCMA Equipment Checkout System.

2. Go to URL: checkout.mcma.siu.edu

3. Log in with your dawgtag and 16-digit network ID password.

4. Click OK to join the MCMA group.

5. Click on the “Accept terms and conditions” box and click OK.
6. Under “My Zeus”, select the “My Home Page” link, then on the subsequent page, click on “Use default home page” option.

Here’s how your default page will look like:

6. Log out by clicking on the link on the top left hand corner of the page. Make sure to log out of Zeus. Just closing your browser will not log you out of the system.
HOW TO RESERVE EQUIPMENT:

1. Select the “Equipment Checkout” tab on the menu bar, then click on “Create Reservation”

2. Fill out “Requested Check Out Time” and “Requested Check In Time” on the right side of the “Reservation Details” window. Select times according to the Equipment Room opening hours, and consistent the equipment privileges associated with your class. Then hit “Continue”.

3. Select the tab “Resource Groups”, displaying your class(es) that require equipment. Expand a class by clicking on the small “+” icon next to your class listing.
4. Scroll through the list of available equipment and identify the equipment you want to reserve.

You can drag & drop items, one by one, into the “Booked Assets” area to the right. Or, just select an item and click on the “Add Selected” button below.

Repeat this for however many items you wish to reserve for that class.

To complete your reservation, hit “Save”

5. After completing your reservation, log out.

**IMPORTANT NOTES:**

You can view or modify an existing reservation under the “Reservation” tab on the home screen. Select the information bubble to view your ticket.

To cancel a reservation, please contact the equipment room staff by phone (453-7763) or e-mail (mcma.checkout@gmail.com)

Log out when you’re done. This way you are not blocking other students from using the system during high traffic times.