

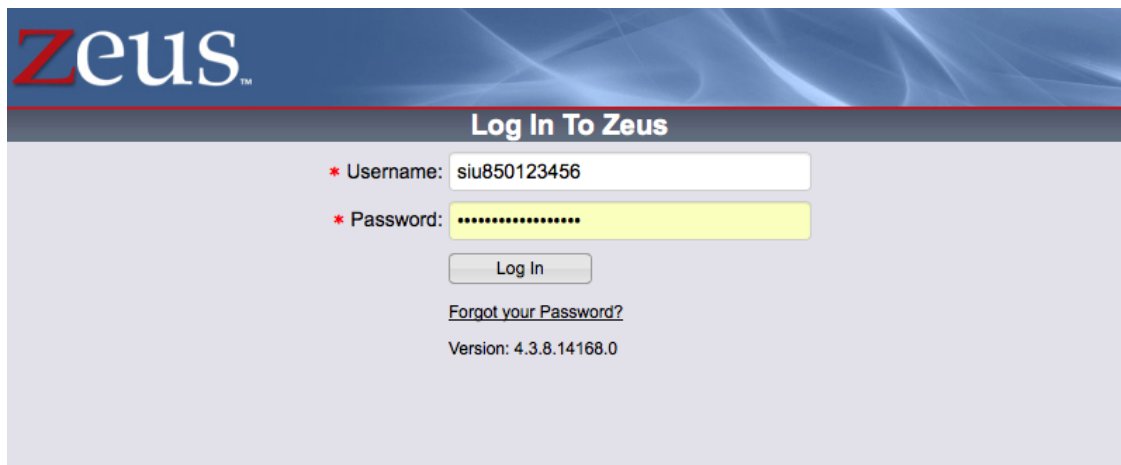
# MCMA Online Equipment Checkout System Tutorial

## PART 1: HOW TO LOG IN & OUT:

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

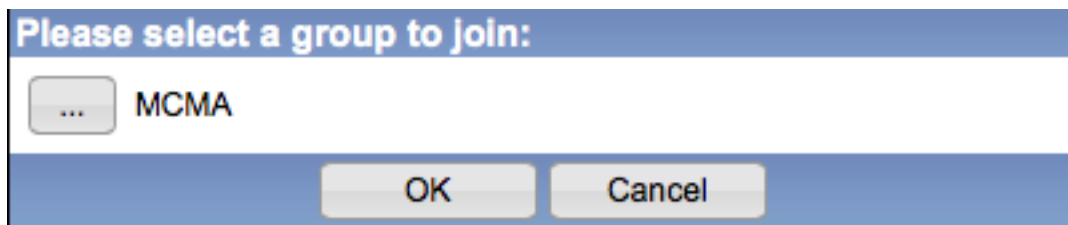
2. Go to URL: [checkout.mcma.siu.edu](http://checkout.mcma.siu.edu)

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



The screenshot shows the Zeus login interface. At the top left is the 'zeus' logo. Below it is a dark grey header with the text 'Log In To Zeus'. The main area contains a login form with two fields: 'Username:' with the value 'siu850123456' and 'Password:' with a masked password. Below the fields is a 'Log In' button, a link for 'Forgot your Password?', and the version number 'Version: 4.3.8.14168.0'.

4. Click OK to join the MCMA group.



The screenshot shows a dialog box titled 'Please select a group to join:'. It features a list box containing a single entry 'MCMA' with a dropdown arrow on the left. At the bottom of the dialog are two buttons: 'OK' and 'Cancel'.

5. click on the "Accept terms and conditions" box and click OK.

**End User License Agreement** ✕

Please review the End User License Agreement [here](#).

Accept terms and conditions

6. Under “My Zeus”, select the “My Home Page” link, then on the subsequent page, click on “Use default home page” option.

**i** Your custom home page has not been set up yet. Please choose one of the following options:

[Use default home page](#)

[Create custom home page](#)

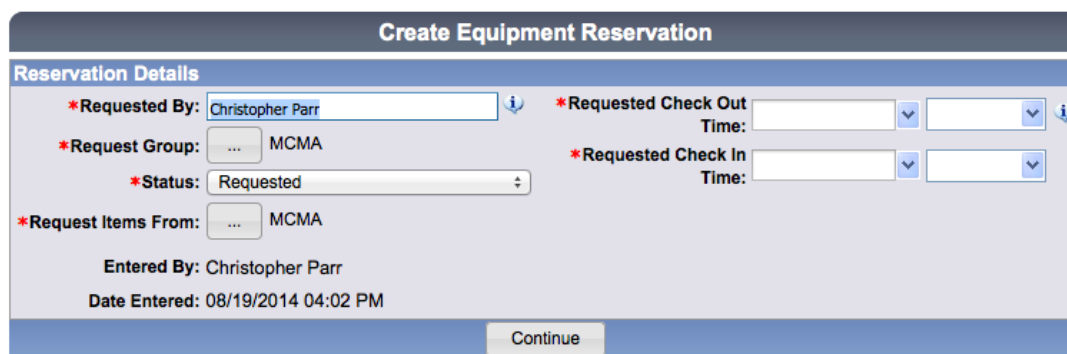
Here’s how your default page will look like:

The screenshot shows a web browser window with the URL <https://checkout.mcma.siu.edu/home.aspx?itemId=23>. The page features the Zeus logo at the top left. Below the logo, there are navigation links: "My Zeus", "Workflow", and "Equipment Checkout". A user greeting "Welcome, Christopher Parr" is displayed, along with a "Do not refresh" dropdown menu and links for "Refresh Queues", "Expand All", and "Collapse All". On the left side, there is a sidebar with several sections: "Logout", "Manage Account", and "Version: 4.3.8.14168.0"; "Working Group" with a dropdown menu set to "MCMA" and checkboxes for "Remember My Working Group" and "Include Subgroups"; "Quick Launch" with a "Record ID:" input field, an "Object Type:" dropdown menu set to "Assets", and an "Open" button; "Favorites"; and "Zeus Help" with a "Search:" input field and an "OK" button, plus a "View Help Files" link. The main content area on the right shows a "Reservations" tab with a sub-tab for "(0) My Reservations".

6. Log out by the 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.

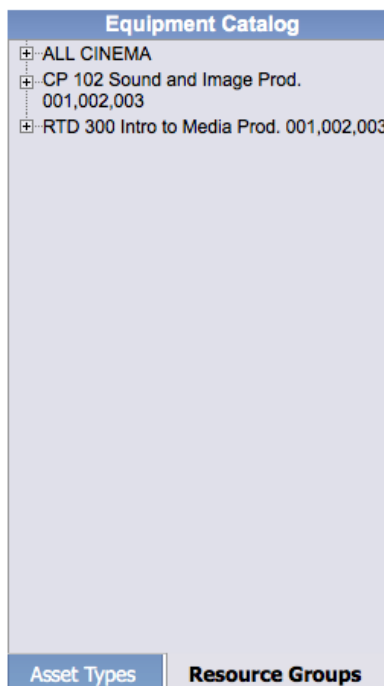
## HOW TO RESERVE EQUIPMENT:

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”.



The screenshot shows a web form titled "Create Equipment Reservation". The form is divided into a "Reservation Details" section. It contains several fields: "Requested By" (text input with "Christopher Parr"), "Request Group" (dropdown menu with "MCMA"), "Status" (dropdown menu with "Requested"), and "Request Items From" (dropdown menu with "MCMA"). On the right side, there are two sets of time selection fields: "Requested Check Out Time" and "Requested Check In Time", each consisting of a date and time input field. Below these fields, it shows "Entered By: Christopher Parr" and "Date Entered: 08/19/2014 04:02 PM". At the bottom right, there is a "Continue" button.

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.



The screenshot shows a web interface titled "Equipment Catalog". It displays a list of resource groups with expandable icons (plus signs) next to them. The list includes: "ALL CINEMA", "CP 102 Sound and Image Prod. 001,002,003", and "RTD 300 Intro to Media Prod. 001,002,003". At the bottom, there are two tabs: "Asset Types" and "Resource Groups", with "Resource Groups" being the active tab.

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”

The screenshot displays the 'Equipment Catalog' interface. On the left, a list of equipment items is shown, including 'CP 102 Sound and Image Prod.', 'RTD 300 Intro to Media Prod.', and several '4-Light Kit' items. Below the list are buttons for 'Asset Types', 'Resource Groups', and 'Add Selected'. On the right, the 'Requested Items' panel is visible, containing a '+ Items Summary' button and a '- Booked Assets' button.

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](mailto: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.