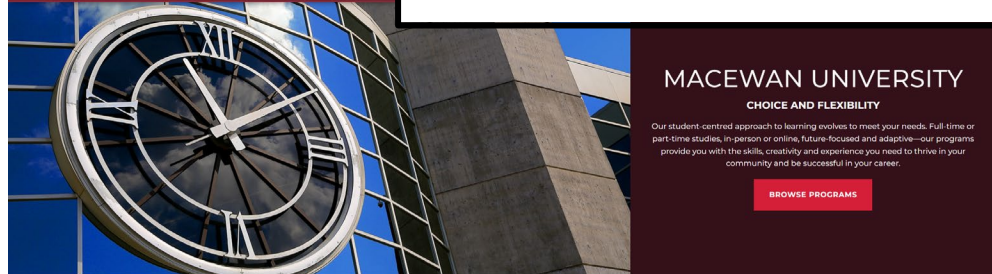


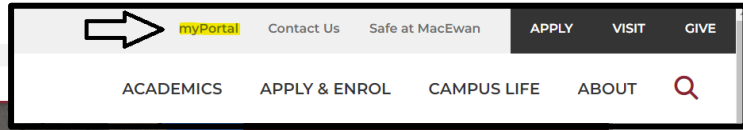
Booking Equipment at the Allard Equipment Centre






There's a place for you here.

- FUTURE STUDENTS
- CURRENT STUDENTS
- ALUMNI
- INTERNATIONAL
- PARENTS
- DONORS



Logging in to MacEwan's My Student Portal

- Open a web browser
- Navigate to [MacEwan's My Student Portal](#).
- Enter your MacEwan student credentials to log in.



MacEwan Username


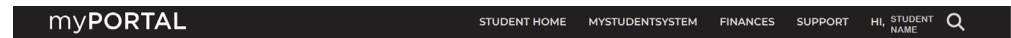
Password

Remember this login for 10 hours

Login

> [Forgot your password?](#)

> [Need help?](#)



QUICK LINKS

- GMail
- paskwáwi-mostos mēskanās
- myStudentSystem
- Library & Study Rooms
- Student Printing

EMERGENCY PREPAREDNESS ORIENTATION

The Office of Emergency Management is excited to announce the launch of the *Emergency Preparedness Orientation* course, a crucial initiative aimed at ensuring the safety and well-being of our students, faculty, and staff. Learn to effectively respond to emergencies and protect yourself and others. All students, staff and faculty are strongly encouraged to complete the course. **View the guide** on how to enrol, or from the Quick Links menu, follow the path:

paskwáwi-mostos mēskanās > Home > Courses > Emergency Preparedness Orientation > Enrol Me

MYSTUDENTSYSTEM: EQUITY, DIVERSITY & INCLUSION

Navigating to the Booking System

QUICK LINKS

- Once logged in, if required, switch to the "Student View"
- Click on the "Support" tab in the portal.
- Select "Tech Support" from the dropdown menu.

SUPPORT

HI, STUDENT
NAME

paskwâwi-mostos mēskan

Staff View

Tech Support

✓ Student View

Student Support Services

Access and Disability Resc

Exam Services Centre

Immigration Information

myApps Support

Student Printing

My Courses



- Scroll down to find the **ALLARD EQUIPMENT CENTRE (ROOM 11-435)**

- Click on **ALLARD EQUIPMENT CENTRE** to open the new AEC webpage



ALLARD EQUIPMENT CENTRE (ROOM 11-435)

Faculty of Fine Arts and Communications students can access cameras, lighting, audio gear and more through the Allard Equipment Centre.

Visit the Allard Equipment Centre page to learn about available equipment, borrowing policies, hours of operation and how to book what you need.

ALLARD EQUIPMENT CENTRE »



Accessing the "Booked" System

- Allard Equipment Centre webpage
- To create equipment
click on **Reserve Equipment Online**

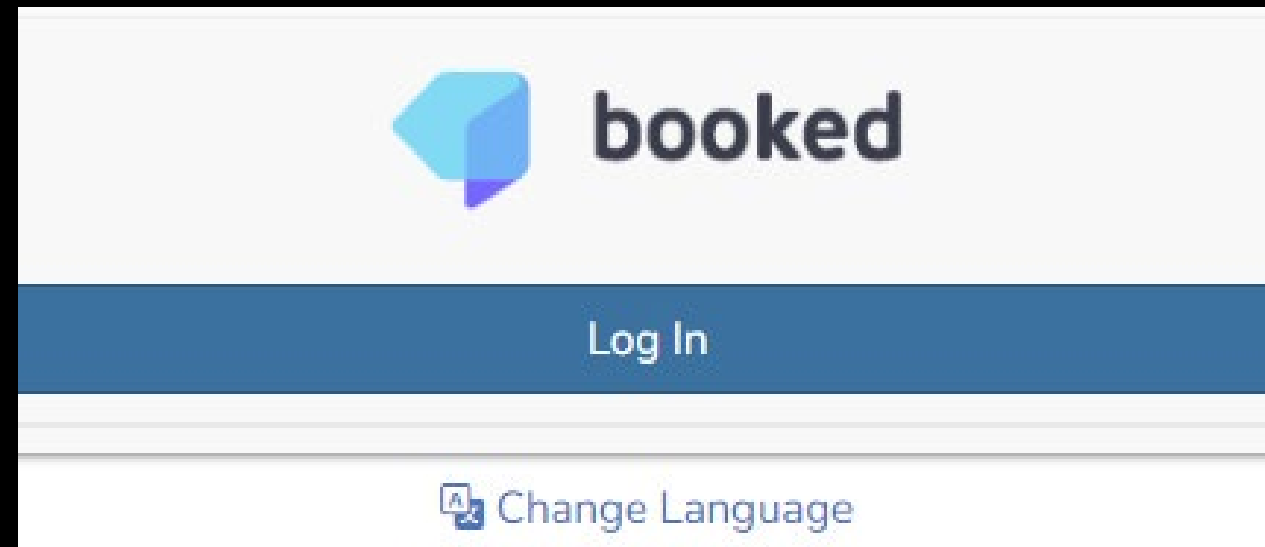
equipment

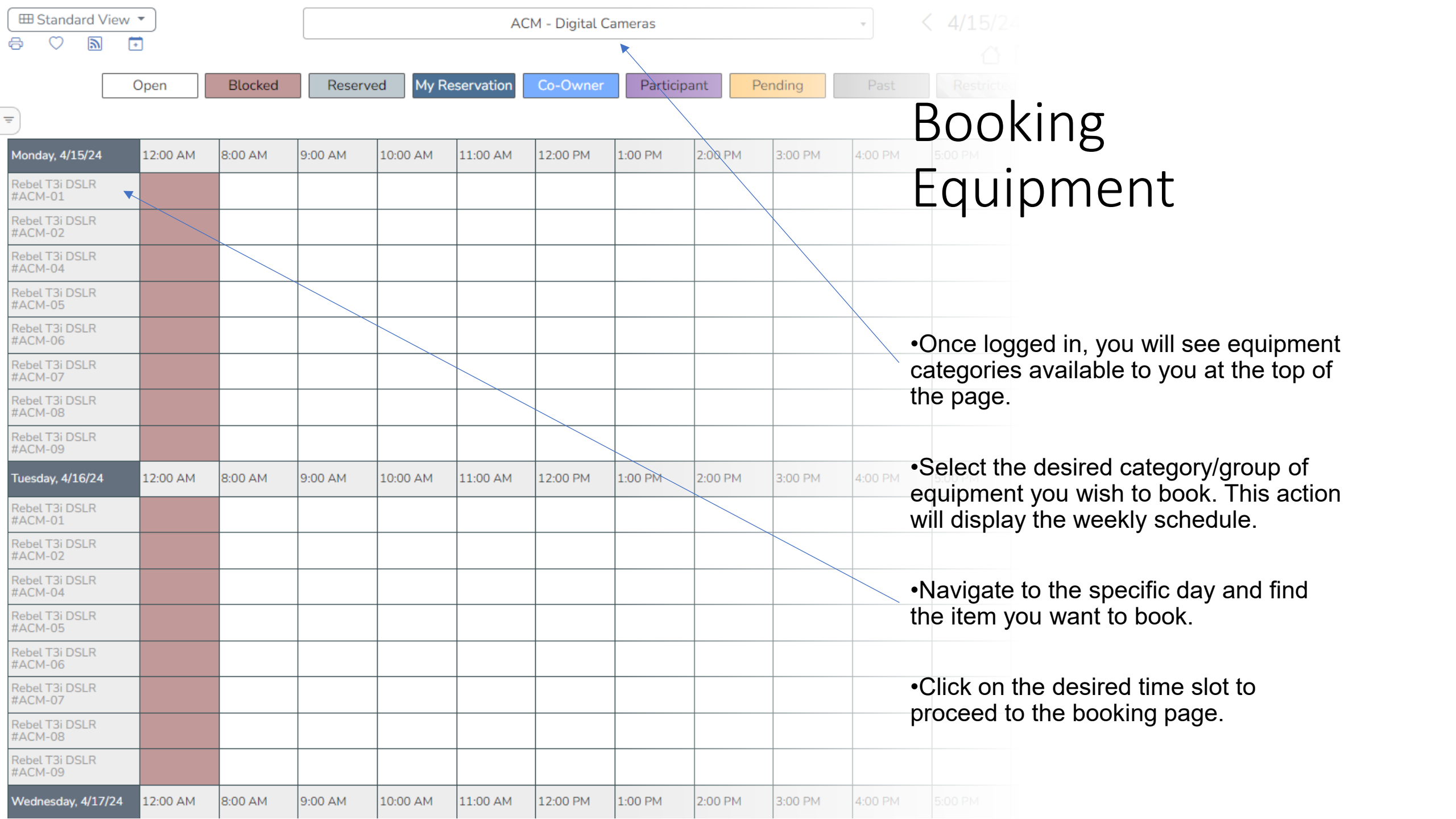
You can sign out equipment using our online system called "Booked."

RESERVE EQUIPMENT ONLINE >

If you have not used Booked before...

- You will be directed to Log into “BOOKED” using your MacEwan student credentials
- Scroll to the bottom of the new page and click Let’s Go
- ***If you receive an error message*** that you do not have access, **wait 30-60 seconds** for Booked to update your username in the system
- Then click on the Top Left dashes for Dashboard and Reservation
Click on Reservation to begin your equipment booking
- **At the top is a drop down menu of applicable equipment**
If you do not have access to the drop-down Menu at the top of Booked
email allardequipmentcentre@macewan.ca
so that the AEC can ensure you have the correct equipment access.





Open

Blocked

Reserved

My Reservation

Co-Owner

Participant

Pending

Past

Restricted

Booking Equipment

•Once logged in, you will see equipment categories available to you at the top of the page.

•Select the desired category/group of equipment you wish to book. This action will display the weekly schedule.

•Navigate to the specific day and find the item you want to book.

•Click on the desired time slot to proceed to the booking page.

New Reservation

The screenshot shows a 'New Reservation' form with several sections:

- Title:** A text input field.
- Owner:** A dropdown menu with 'Change' and a person icon.
- Co-Owners:** A dropdown menu with 'Add' and a person icon.
- Begin:** A date and time selector showing '4/15/2024' and '8:00 AM'. A red error message below reads 'The start time is in the past'.
- End:** A date and time selector showing '4/15/2024' and '9:00 AM'.
- Repeat:** A dropdown menu set to 'Does Not Repeat'.
- Resources:** A section with '1' resource selected, 'Change' button, and a list of resources: 'Rebel T3i DSLR #ACM-01'.
- Participants:** A section with '0' participants and a 'Select user or group' input.
- Description:** A text input field.

A modal window titled 'Resources' is open, showing a list of resources with checkboxes:

- All
- Rebel T3i DSLR #ACM-01
- Rebel T3i DSLR #ACM-02
- Rebel T3i DSLR #ACM-04
- Rebel T3i DSLR #ACM-05
- Rebel T3i DSLR #ACM-06
- Rebel T3i DSLR #ACM-07
- Rebel T3i DSLR #ACM-08
- Rebel T3i DSLR #ACM-09

The modal also includes a 'Show Hidden Resources' link, 'Cancel' and 'Update' buttons, and a close button (X).


Adjusting Booking Details




- You can title your booking, add other “Co-Owners,” and include a description or notes for the Allard Equipment Centre team (e.g., requesting non-bookable items like tripods, etc.).


- On the booking page, adjust the booking date and time as needed.

- Be mindful of the specific booking time limits set for each item by the program.

- Optionally, you can add/edit items to your booking to group multiple items into one booking.



 Title


 Owner [Change](#)  Co-Owners [Add](#) 


 Begin End 1 hour [View Availability](#)


• The start time is in the past

Repeat

 Resources 1 [Change](#) 



 Participants 0

 Description

Completing the Booking

•After filling in all necessary details, click the "Create" button to finalize your booking.

•You will receive a confirmation email for your booking.

•You can always edit or cancel your booking if needed.

•Automated reminders may be sent when your equipment is due or if you have outstanding bookings.





Additional Information

- Late Fees:**

Late items are charged at \$1 per hour per item until returned.

- Booking Extensions:**

Students can request booking extensions by emailing

allardequipmentcentre@macewan.ca

AEC Staff will reply with a CC to applicable programs contacts for due date extension approval.

- Location:**

The Allard Equipment Centre is located on Fourth Floor 11-435.