

WEBCHECKOUT PIR INSTRUCTIONS

Montgomery Hall

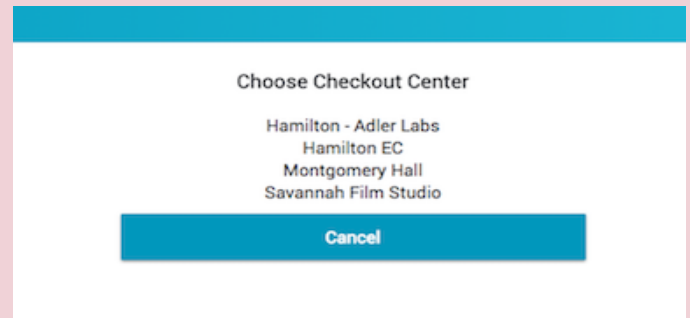
ALL STUDENTS MUST FILL OUT A SAFETY FORM
PRIOR TO USING THE PIR RESERVATION SYSTEM.
STUDENTS MUST TURN IN A FORM EACH QUARTER.
IF NOT, YOU WILL BE UNABLE TO RESERVE EQUIPMENT.

STEP 1: LOG IN

Log into MyScad with your student credentials.

After logging in you'll be able to access PIR at:
<https://webcheck-sdm.scad.edu/patron/>

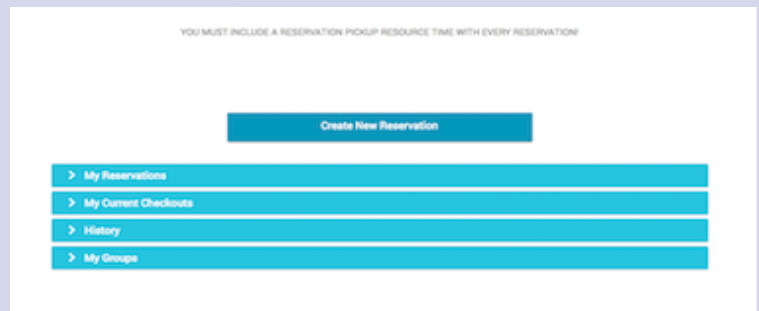
Select the appropriate Checkout Center.



STEP 2: CREATE NEW RESERVATION

The next page will display the status of your checkouts and reservations.

Select the tab: **Create New Reservation**.



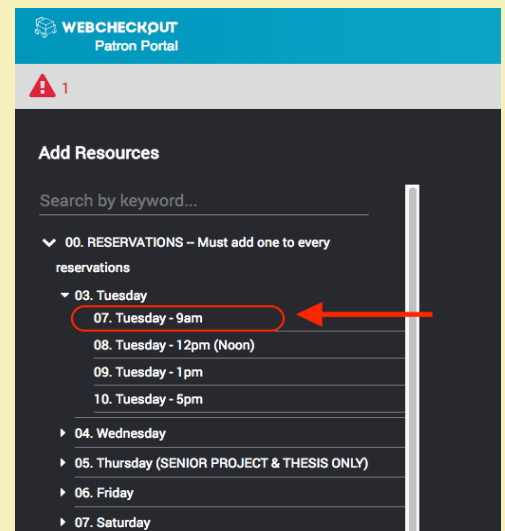
STEP 3: ADD RESOURCES

Select the tab: **Add Resources**

This will take you to another page where you can select your equipment needs.

BEFORE selecting equipment on the Add Resources page go to the dropdown tab labeled "00. RESERVATIONS" and select the day and time that corresponds to the pickup time that you manually entered. This is required for equipment requests, not labs.

Find the type of equipment that you wish to reserve according to the category type (e.g. 01. Intro to Video/Film, 07. Grip, 08. Audio Resources, etc). Click on the category and locate the equipment that you need. Click Reserve **One of This Type** and your selection will be added to your cart.



STEP 4: SUBMIT RESERVATION

When you finish selecting your equipment click **Review and Submit** in the top right corner.

After a careful review, click **Submit Reservation**. Your pending reservation will be sent for approval by a manager.

When your request is approved, you will receive a confirmation email.

After a reservation is confirmed you can not make adjustments.

Modifications can be made if you come in to the appropriate Checkout Center and speak with a member of Equipment Checkout Services.