

DePaul CDM School of Cinematic Arts  
User Guide: Webcheckout Patron Portal

As of June 2018, online reservations for equipment are available to DePaul SCA and College of Communication students and faculty.

All online reservations will require approval from checkout center staff before being confirmed. All resources are organized into the following checkout centers:

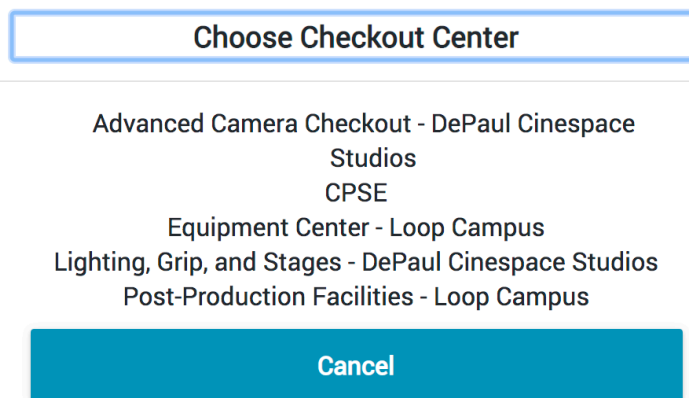
Equipment Center – Loop Campus  
Post-Production Facilities – Loop Campus  
Advanced Camera Checkout – DePaul Cinespace Studios  
Stages, Lighting, and Grip – DePaul Cinespace Studios  
College of Communication

You will need to create separate reservations for equipment from different checkout centers.

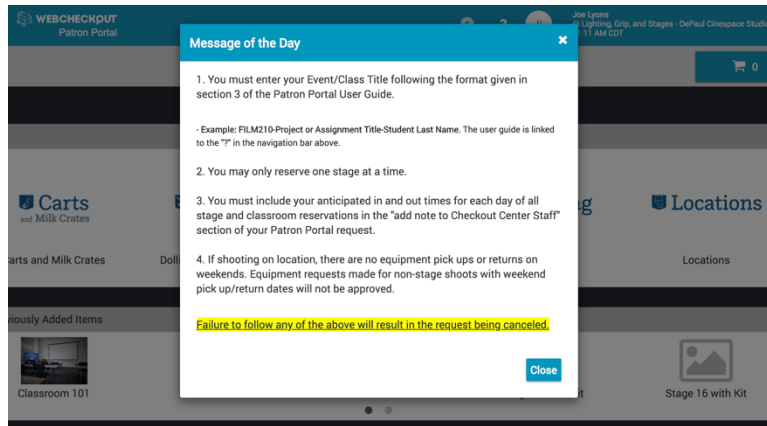
Equipment types, quantities, and duration of checkout available via online reservation are limited. If you would like to reserve equipment for a longer period of time than the standard 2-business-day period you may do so according to the Periods of Loan stated in the Student Production Handbook Equipment Policy. If you would like to reserve types or quantities of equipment you are not authorized for, please speak with the checkout center staff in person or by email for info.

Using the Webcheckout “Patron Portal” system:

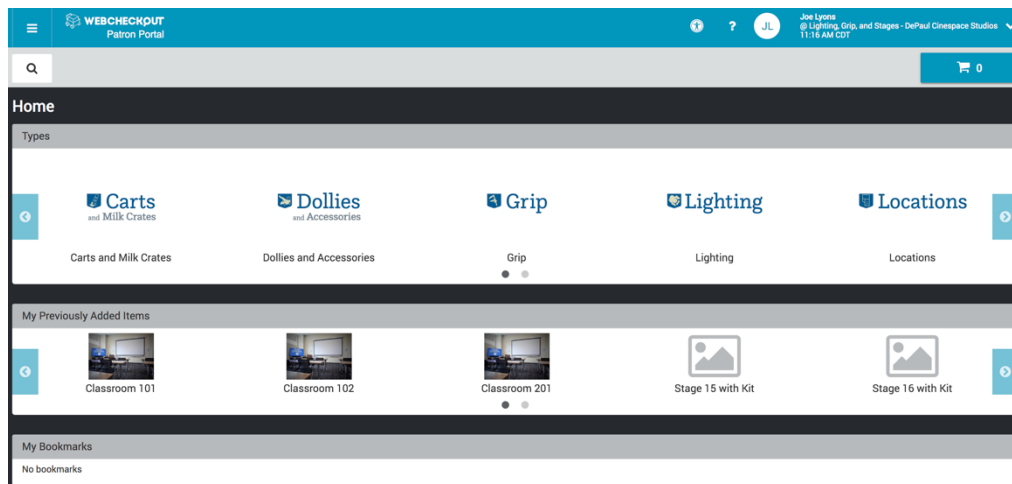
1. Log in to <https://cdmwebcheckout.cdm.depaul.edu/patron> using your Campus Connect credentials.
  - Once you do, you’ll need to select a checkout center from the menu. Only checkout centers for which you are authorized will appear.



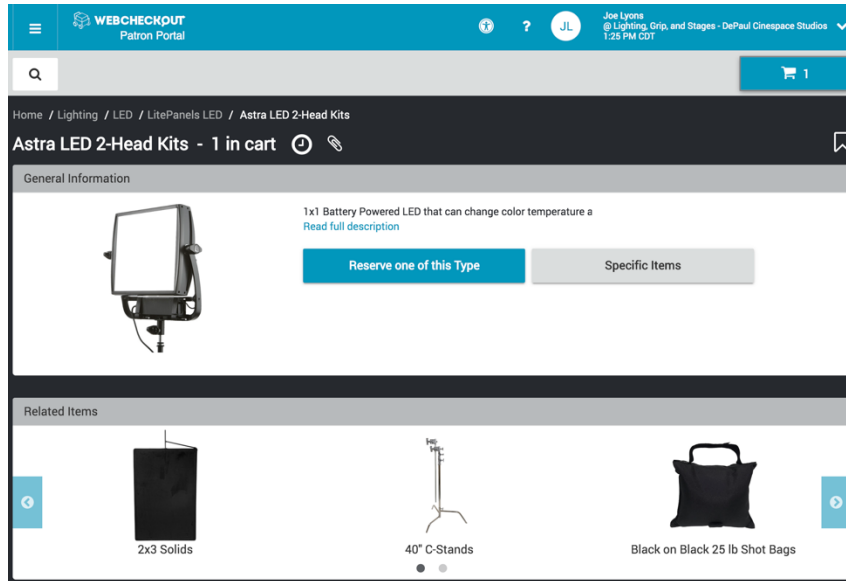
2. You will be directed to your chosen checkout center. Some checkout centers use a Message of the Day window to give important reservation instructions for patrons to follow.



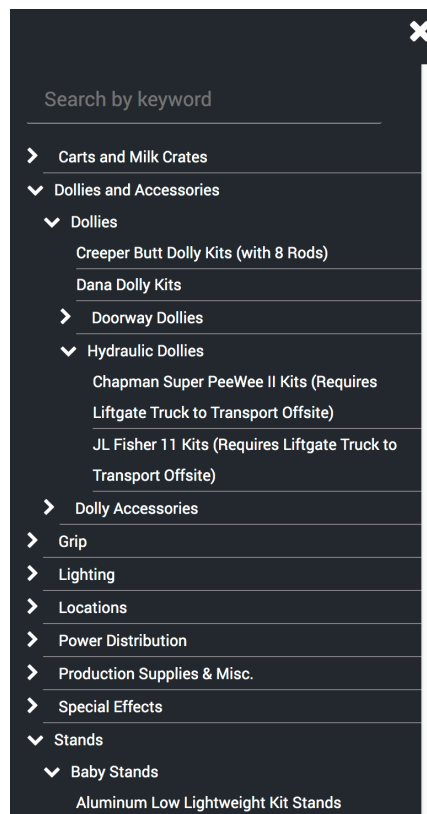
- After reading the Message of the Day, clear the window by clicking the “x” at the top right. This will bring you to the checkout center’s home page.



- Each category of Resource Type is represented by a picture and title icon.
  - The menu icon at the top left has a My Account option that allows you to see your upcoming reservations, current checkouts, transaction history and review your Groups or authorizations.
3. To begin a new reservation, click on one of the pictures in the category of your desired item. Depending on the number of sub types in the category, continue clicking until you find the page with your item and the blue “Reserve one of this Type” button. Clicking this button will add the item to your Cart, represented by the shopping cart icon in the top right of the page.



- If you would like to view that item’s availability calendar, click the “clock” icon up near the title of the resource.
- You can also view a complete list of resources in a drop down menu by clicking the “magnifying glass” icon at the top left.
- Only resources for which you are authorized will appear on your page.



4. When you are done adding resources, click the shopping cart icon to complete the reservation request.

- This will open your cart window.
- After visually confirming the types and amounts of resources in your cart, press the “Create Reservation” button to proceed.

The screenshot shows a window titled "Cart" with a close button (X) in the top right corner. Below the title bar, the word "Resources" is displayed. There is one resource listed: "Any resource of type: Astra LED 2-Head Kits" with a quantity of "1" and a link icon. At the bottom of the window, there are three buttons: "Create Reservation" (highlighted in blue), "Save for Later", and "Continue Editing".

- This will then open the “Review Your Reservation” window.

The screenshot shows a window titled "Review Your Reservation" with a close button (X) in the top right corner. The window contains several fields for reservation details: "Start Time" (09/10/2019, 01:00PM), "End Time" (09/12/2019, 10:00AM), "Resources" (1 Astra LED 2-Head Kits), "Event/Class Title" (FILM110-Class Project-Lyons), and a "Note to Checkout Center" text area. At the bottom, there are three buttons: "Submit reservation" (highlighted in blue), "Save for Later", and "Continue Editing".

- Set the start and end dates and times for your reservation.
- There is a 2-business-day default and a standard 1:00PM pickup and 10:00AM return. If you'd like to reserve equipment for longer, you may do so according to the equipment policy stated in the Student Production Handbook under "Period of Loan":
  - During Autumn, Winter, and Spring Quarters, no period of loan can be longer than 11 calendar days (one week, bookended by two weekends).
  - During December Intersession and Summer Session, no period of loan can be longer than 18 calendar days (two weeks, bookended by two weekends).
- An "Event/Class Title" is required. This should be the class number (e.g., FILM110), the name of the assignment or the title of your project, and your last name. For independent projects, please use the class code FILM999.
  - Ex: FILM110–Story Board Assignment–Anderson
  - Ex: FILM999–Apocalypse Now–Coppola
- For stage or other space reservations YOU MUST add anticipated start and wrap times for EACH DAY of the reservation along with any other relevant details in the "NOTES TO CHECKOUT CENTER" field. Failure to do this will result in the reservation request being canceled.
- In the event that something you have added is unavailable or not available in the quantities that you would like you will see a red box with the reservation errors to be corrected.

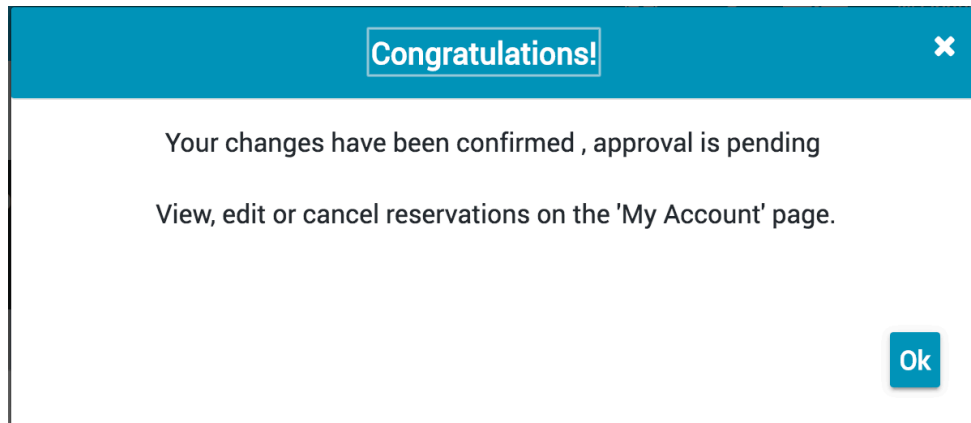
 **Reservation has errors**

- ▼ Resource unavailable
  - Resource Astra LED 2-Head Kits is not available for the requested times.

- You can either remove or adjust the quantity of the item(s) in the "Resources" list above to correct the error.

## 5. Submit Your Reservation Request

- Once all dates/times are correct, extra info is added and any errors are corrected, you may submit the request by pressing the “Submit reservation” button. Once submitted you will see a pop up confirming your successful submission.



## 6. Email Confirmation and Approval Process

- You will receive a confirmation email at the email address you have on file with Campus Connect. Please note that this is confirmation that your request has been submitted, not that it has been finalized.
- Checkout center staff will review your request and either approve it as is, make necessary adjustments, or deny it. If your request is denied or modified, you will be notified via email.

## 7. Modifying and Cancelling Your Reservation

- You can make changes to your reservation up until it is approved by checkout center staff. To edit a pending reservation, click the “My Account” tab in the “menu” icon dropdown at the top left of the page.
- You will find your pending request in the “My Reservations” section.
- Once the request is approved, the reservation can only be modified by checkout center staff. If you need to request changes after initial approval, please contact the checkout center staff in person or by email.
- You can cancel your reservation at any time by clicking the on the reservation. This will open a pop up window with a “Cancel Reservation” button.

## 8. You can also use Patron Portal to:

- See your current checkout(s), their contents and the due date(s).
- See a history of your transactions.
- See your “Saved Lists”, “Bookmarks” or “Groups” which includes classes and authorizations.
- If you have any questions about any of these, please contact the checkout center staff.