

MAKE A RESERVATION

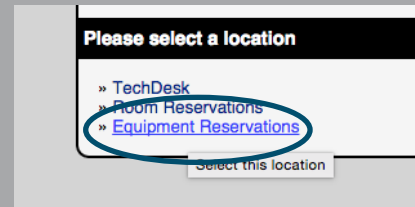
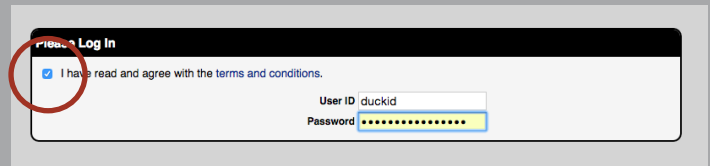
ONE

Enter webcheckout.uoregon.edu into your browser.

Your User ID is the first part of your @uoregon.edu email address. The password matches the one used to access your email.

Click the **box** after you have read and agree with the terms and conditions and hit enter in the password text box.

Select [Equipment Reservations](#).

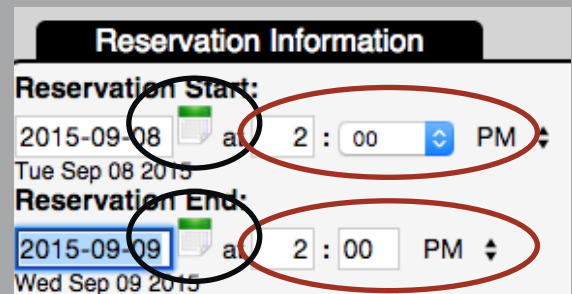


TWO

Use the window to the right to select the desired dates and times.

Click the calendar icon to select the desired dates.

Select the **reservation times**. All reservations are limited to 24 business hours. For example, if your reservation begins on Friday at 9 A.M., your return date will be on Monday at 9 A.M.

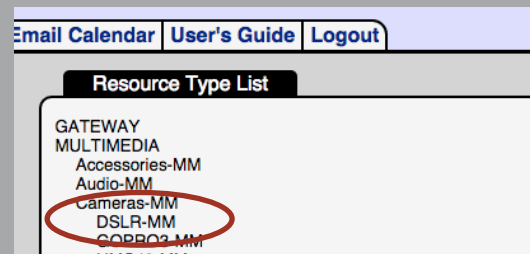


THREE

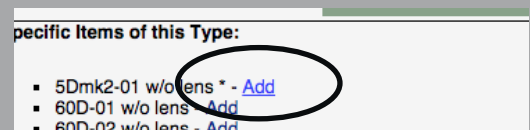
Click the [add resources](#) tab.



Use the **center column menu** and navigate to the equipment in the third column.



Click [add](#).



FOUR

If the red reservation problems box is shown, the issue is usually solved by referring to the bulleted text.

Reservation Problems:

- Resource type 'DSLR-MM': minimum checkout/reservation length is 15 minutes.
- Equipment Reservations is closed at scheduled pickup time.
- Equipment Reservations is closed at scheduled return time.

Errors must be fixed before reservation can be confirmed.

Click the confirm button to complete your reservation.

Reservation Information

Reservation Start:
2015-10-06 at 2 : 00 PM
Enter date in any format or click calendar icon.

Reservation End:
2015-10-07 at 2 : 00 PM
Enter date in any format or click calendar icon.

Notes:

Confirm **Reset**

FIVE

To confirm your reservation, check your email. Webcheckout@uoregon.edu will send a confirmation when the reservation is made, picked up and returned.

Be advised: Your reservation will be held for 15 minutes after your pickup time. After that, the reservation will expire.

You may pick up the following items at 1:48 pm, 8/21/2015:

GOPRO3-03 - Reserved - (1:48 pm, 8/21/2015 to 1:30 pm, 9/8/2015)
HMC40-18 w/ tripod - Reserved - (1:48 pm, 8/21/2015 to 1:30 pm, 9/8/2015)

Pickup Option: WILL-CALL
Show?: No
Return Option: WILL-RETURN
Deliver To: (not set)

The reservation will be held for 15 minutes past your pickup time. If you have questions or concerns about this reservation, please call the Equipment Reservations at 541-346-4244