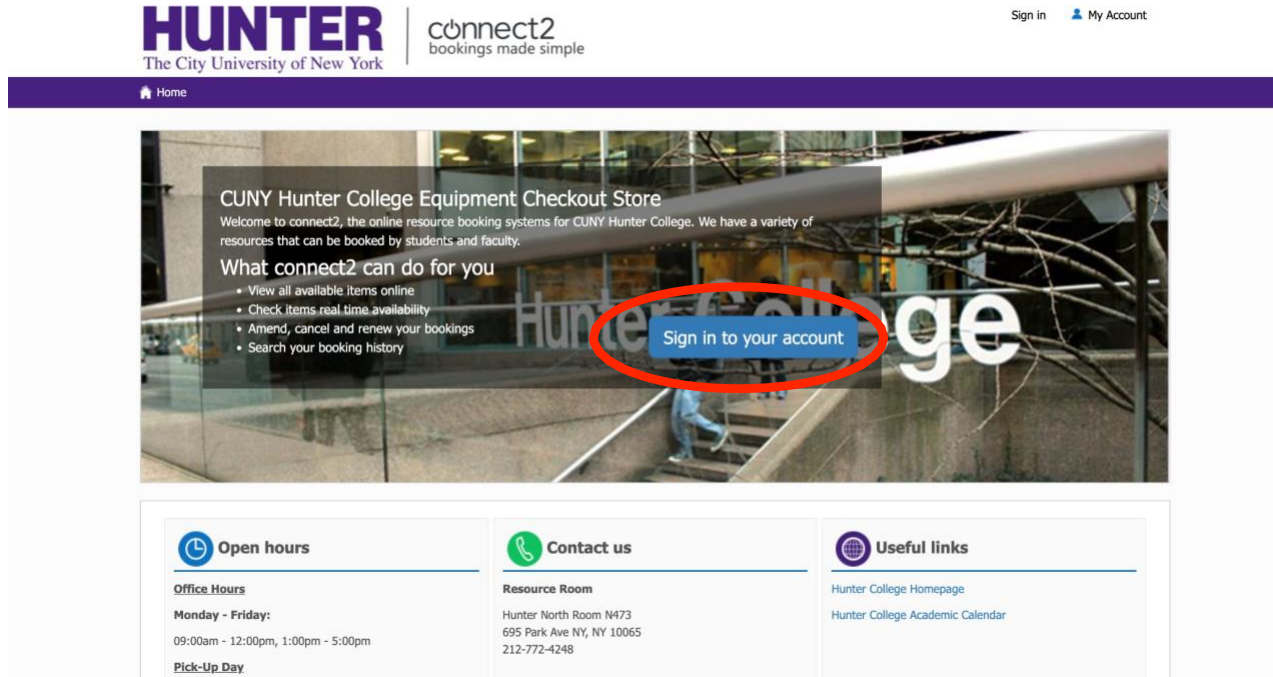
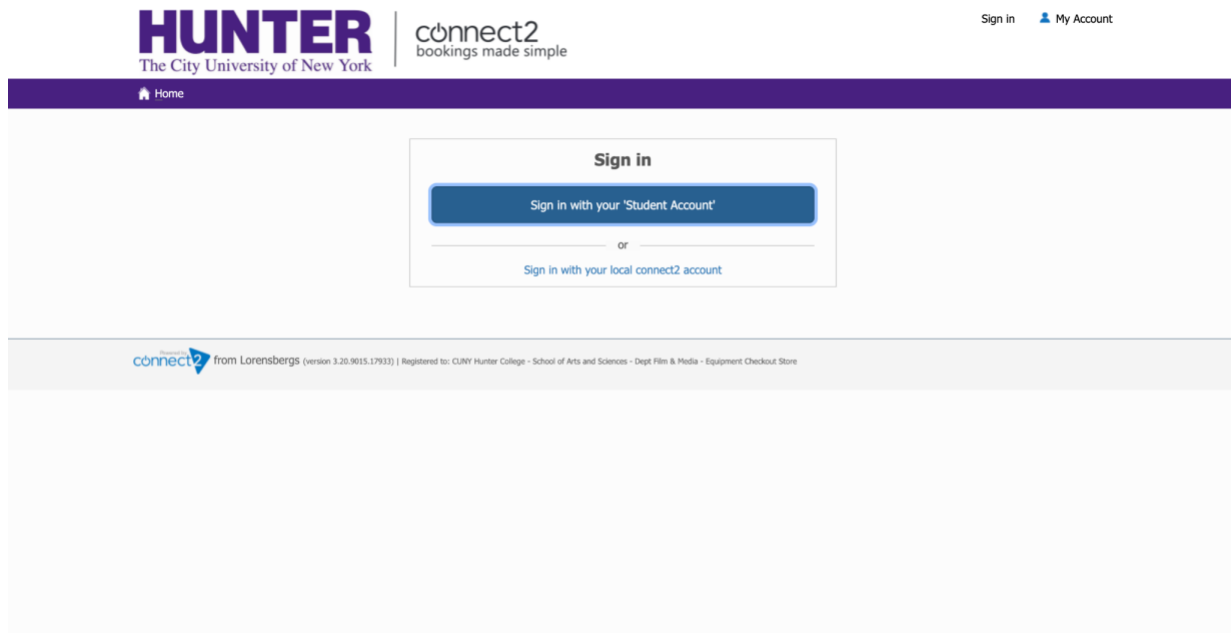


Online Booking System READ ME

- Go to hcfmresource.getconnect2.com to book equipment. The homepage should look as follows:



- Navigate to where it says "Sign in to your account" and click. When you do this login screen should appear. Both Staff and Students will click "Student Account"



- The CUNY First login page should appear. Please use your CUNY First credentials to log in. **Note: Please contact the help desk for any problems logging into CUNY First. The equipment room will not help you troubleshoot CUNY First.**



CUNY Login

Log in with your [CUNY Login credentials](#)
If you do not have a CUNYfirst account, see the [FAQs](#).

Username

HUNTER.STUDENT55@login.cuny.edu

Password

Log in

[New User](#) | [Forgot Username](#) | [Forgot Password](#) | [Manage your Account](#)

PROTECT YOUR PERSONAL INFORMATION AND PRIVACY
ONLY enter your CUNY Login password on CUNY Login websites (ssologin.cuny.edu and login.cuny.edu). NEVER share it with others or enter your CUNY Login password elsewhere without the approval of your campus IT department. More information on CUNY's policies regarding user accounts and credentials can be found in the [Acceptable Use of Computer Resources Policy](#).

Note: Please do not bookmark this page.

- After you log in you will be redirected back to the homepage where you will be able to either select “Book Equipment” in the middle of the page or “Book by Category” in the banner and select “Equipment”

HUNTER
The City University of New York

connect2
bookings made simple

Welcome Dennis Ragone | Sign out | My Account

[Home](#) | [Book by Category](#) | [Find Bookings](#) | [Check In/out](#) | [Resources](#) | [Users](#) | [Reports](#) | [Admin](#)

0 unread messages

0 active bookings

0 items checked out

0 items late for return

Go to my account >

Equipment

Bookable equipment and resources from the checkout store.

Equipment

Book Equipment

See all categories >

Open hours

Office Hours

Contact us

Resource Room

Hunter North Room N473

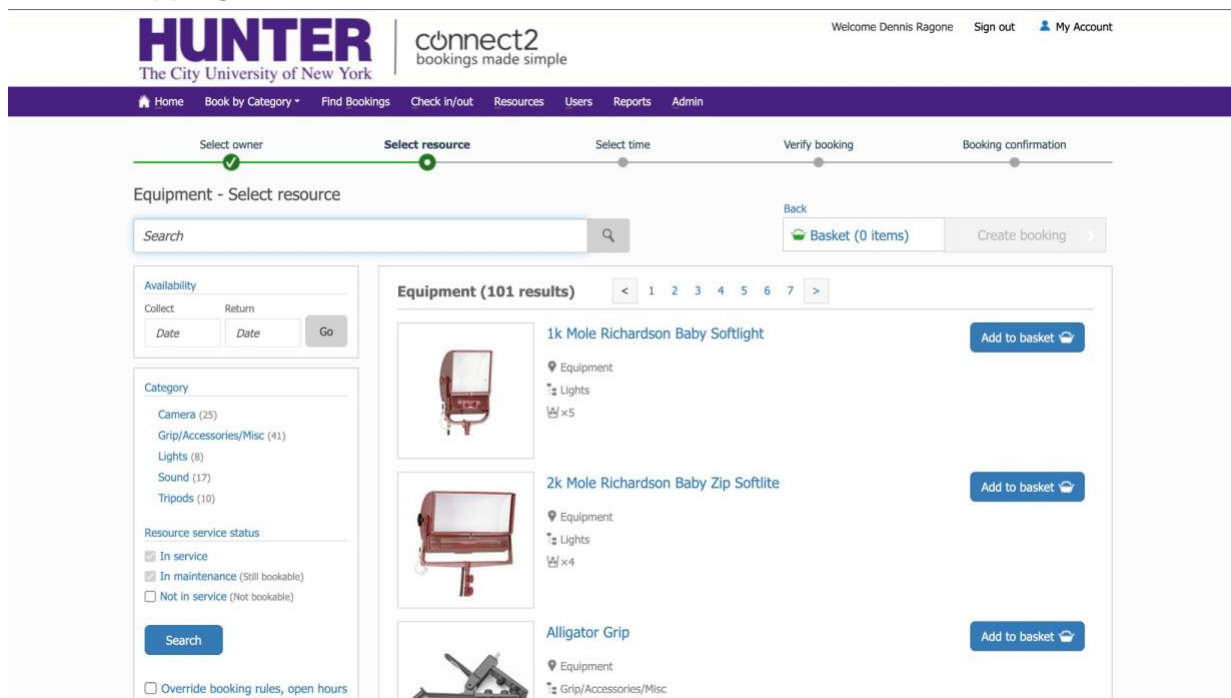
Useful links

[Hunter College Homepage](#)

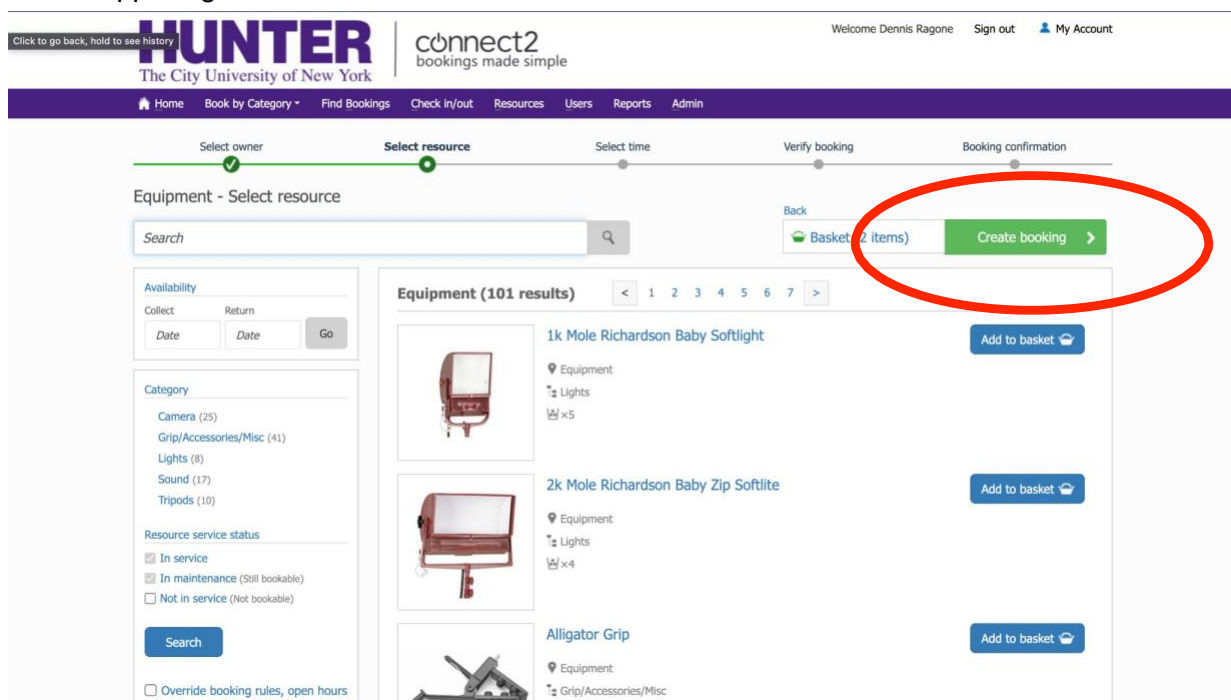
[Hunter College Academic Calendar](#)

<https://hcfmresource.getconnect2.com/bookings/find>

- You will then be able to browse the catalog of inventory that we have. **Note: You will only be able to put equipment that you have access to, based on class in your shopping cart and book it.**



- Once you have made your selections navigate to where it says “Create booking” in the upper right corner and click.



The City University of New York

bookings made simple

Welcome Dennis Ragone Sign out [My Account](#)

[Home](#) [Book by Category](#) [Find Bookings](#) [Check in/out](#) [Resources](#) [Users](#) [Reports](#) [Admin](#)

Select owner

Select resource

Select time

Verify booking

Booking confirmation

Back

Next

Equipment - Select time

27 January - 02 February 2025

[Previous week](#)
[Next week](#)

☐ All items available ☐ In past/Site closed

| | Monday 27 | Tuesday 28 | Wednesday 29 | Thursday 30 | Friday 31 | Saturday 1 | Sunday 2 |
|-------|-----------|------------|--------------|-------------|-----------|------------|----------|
| 09:00 | | | | | | | |
| 10:00 | | | | | | | |
| 11:00 | | | | | | | |
| 12:00 | | | | | | | |
| 13:00 | | | | | | | |
| 14:00 | | | | | | | |
| 15:00 | | | | | | | |
| 16:00 | | | | | | | |

Start date

Time

End date

Time

Update

Clear

Currently selected

✓ Canon C100

✓ Canon C100 Mk II

How long can I book for? >

Recur

☐ Override booking rules, open hours and permissions.

Owner:

Dennis Ragone (DENNIS.RAGONE78@log

- You will then be asked to pick a date and time you want to pick up your booking. **Note:** You must submit your request at least 2 days in advance. For example, if you put in the request on Tuesday, the earliest you can pick up is Thursday. If you do not adhere to this, your pick-up date will be changed to reflect the 2-day rule.

- Once you have a time that the system approves navigate to the top right hand corner where it says “Next” in green.


The screenshot shows the 'Equipment - Select time' interface. At the top, a progress bar indicates the steps: Select owner (checked), Select resource (checked), Select time (current), Verify booking, and Booking confirmation. The main area displays a calendar for 27 January - 02 February 2025. On the right, there are input fields for Start date (30/01/2025), End date (03/02/2025), Time (10:00), and an 'Update' button. Below these, there are checkboxes for 'Currently selected' (Canon C100, Canon C100 Mk II) and 'How long can I book for?'. A 'Recur' button is also present. In the top right corner, the 'Next' button is circled in red.

- Verify that everything in your equipment list seems right and then hit “Submit” in the upper right hand corner.


The screenshot shows the 'Equipment - Verify booking' interface. The progress bar at the top now includes 'Verify booking' as the current step. The main area displays the 'Owner' information (Dennis Ragone) and a table of 'Items' with columns: Date and time, Qty, Resource, Barcode, Checked out, and Checked in. The table shows two items: Canon C100 and Canon C100 Mk II, both with a quantity of 1. In the top right corner, the 'Submit' button is circled in red.

| Date and time | Qty | Resource | Barcode | Checked out | Checked in |
|-------------------------------------|-----|------------------|---------|-------------|------------|
| 30/01/2025 10:00 - 03/02/2025 10:00 | 1 | Canon C100 | - | - | - |
| | 1 | Canon C100 Mk II | - | - | - |

- You will get a screen confirming your booking & you will also get an email sent to whatever email is linked to your CUNY first account confirming your booking. You will also be able to edit and cancel your booking up to 5pm the day before.



The City University of New York



bookings made simple

Welcome Dennis Ragone
Sign out
My Account

Home
Book by Category
Find Bookings
Check in/out
Resources
Users
Reports
Admin

Select owner
Select resource
Select time
Verify booking
Booking confirmation

Booking confirmation

Reference number

Con000004

Owner

Dennis Ragone (DENNIS.RAGONE78@login.cuny.edu)

Created by

Dennis Ragone (DENNIS.RAGONE78@login.cuny.edu)
Pre-booked by customer on 24/01/2025 11:42

Items

| Date and time | Qty | Resource | Barcode | Checked out | Checked in |
|-------------------------------------|-----|------------------|---------|-------------|------------|
| 30/01/2025 10:00 - 03/02/2025 10:00 | 1 | Canon C100 | - | - | - |
| | 1 | Canon C100 Mk II | - | - | - |

[Return to homepage](#)
[Print page](#)
[Add to my calendar](#)

For any questions or help please contact resource.ima.hunter@gmail.com