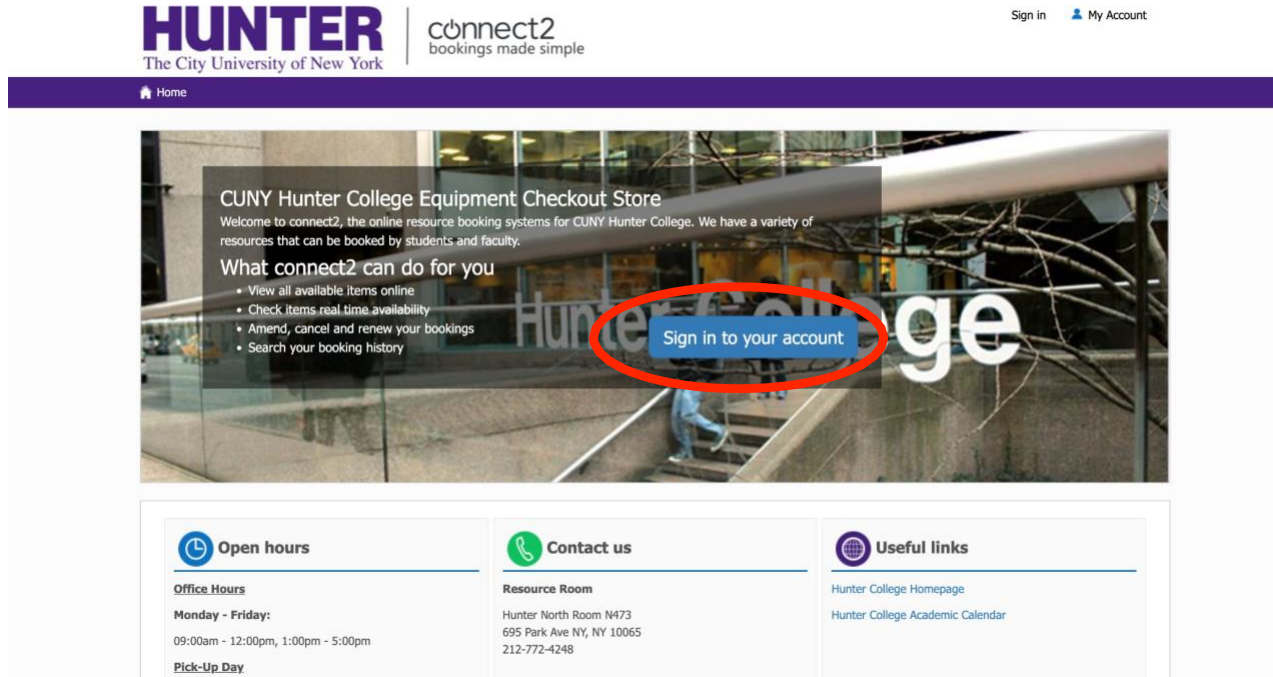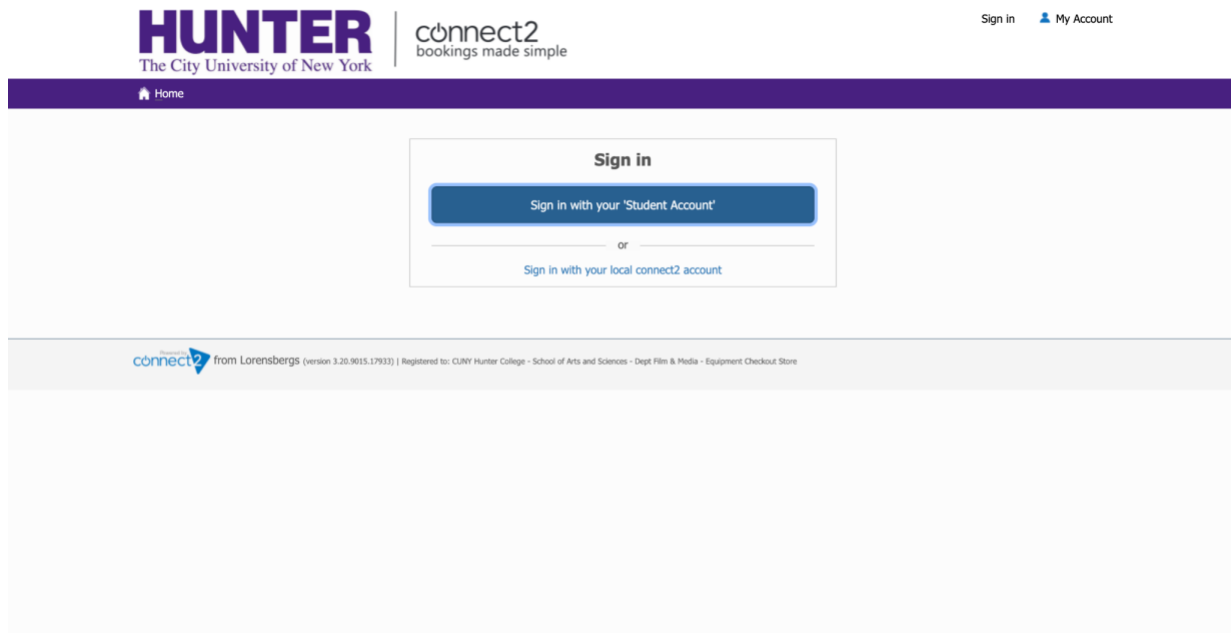## Online Booking System READ ME

- 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.**

- 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"
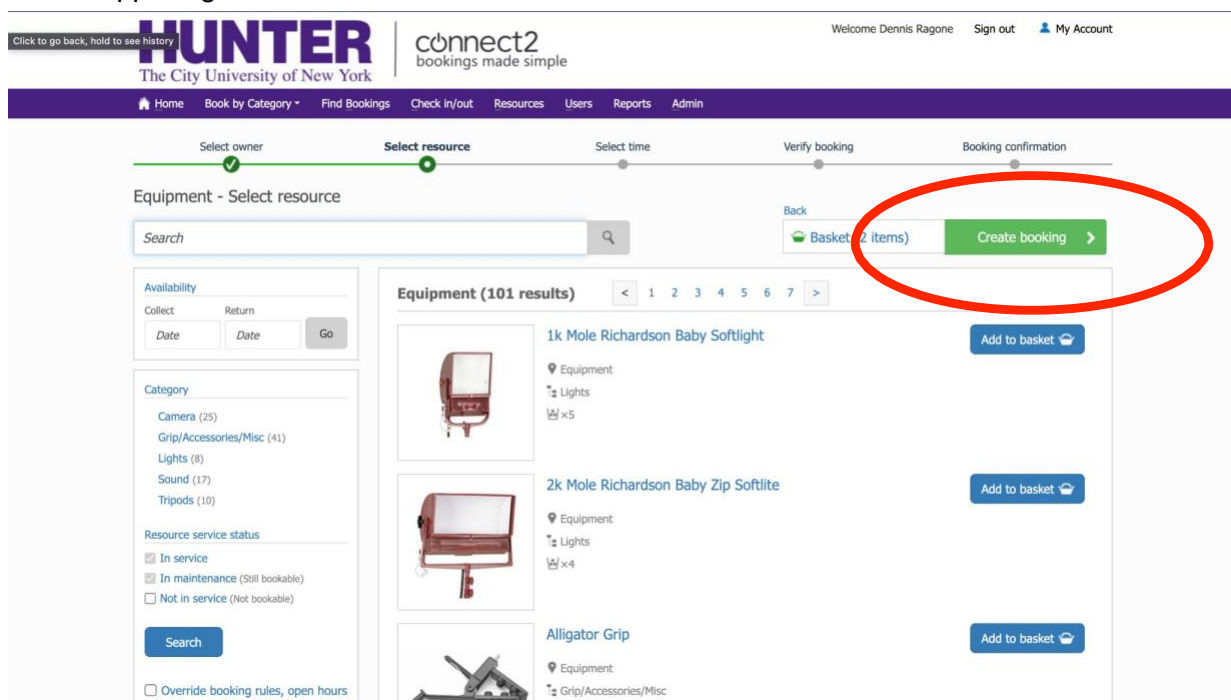
- You will then be able to browse the catalog of inventory that we have. **Note: You will only be able to put equipment that you have access to, based on class in your shopping cart and book it.**
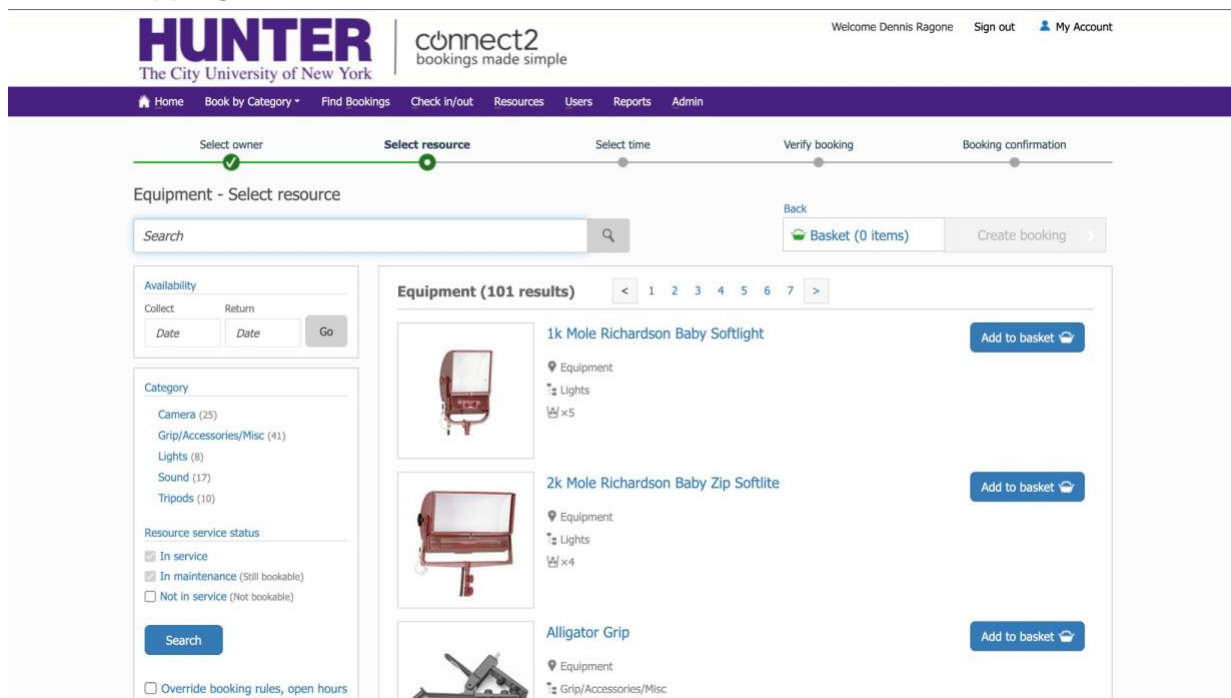
- Once you have made your selections navigate to where it says "Create booking" in the upper right corner and click.

- 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.

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

- 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.

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