How to make a computer booking in advance

To access the library computer bookings system:
- From the Library home page click under Campus Libraries click on Wollongong.
- Click on the Computers tab
- Under How to make advanced bookings click on Make a booking in advance

To go directly to the bookings system:  http://wolflibbook2.illawarra.det.wa/SignUp/Logon.aspx

- Enter your Logon ID (your DEC Portal Username)
- Enter your Password (your year of birth)
- Click the Log on button

Note: you must be registered to use the bookings system – please contact library staff.

- In Duration box, double click in the box and type in the amount of time you need
  
  e.g. 30 minute(s) = ½ hour
  60 minute(s) = 1 hour
  120 minute(s) = 2 hours

- Click on the black arrow next to Time and choose a start time, or click on ASAP to reserve a computer immediately

- Choose a date, todays date will be in red. You can only book up to a week in advance

- Click the Reserve a Computer button.
  The booking system will select an available computer for you. You cannot choose a specific computer.

- Your reservation details appear on the screen

- Scheduled Time is the time you can start to use the computer

- Computer Name is the number of the computer you have booked. 
  e.g. woinfo-12 is Computer number 12

- Click on the OK button to accept the computer booking

Your details are shown on the screen
Pending Reservations is your booking; it shows the start time, the requested duration and the computer number. To cancel the booking - click on the Cancel button.

- Click on Log Off when finished. 
  (located at the top right hand side of screen)

IMPORTANT: You have 10 minutes to logon to the computer from the booking start time. 
After 10 minutes the booking will be automatically cancelled.
To view or cancel your advance booking

- Click on Your Details tab to view your details.
- Under Pending Reservations you can see your computer booking details.
- Under Pending Reservations you can also cancel your booking.
- When finished click on Log Off.

- If you have used your 2 hours the duration will show 0 Minute(s).
- You will see a message in orange saying that you cannot make a reservation as you have exceeded your time limit.
- To extend your time please see staff at the Information Services desk.
- When you have finished, click on Log Off located at the top right of the screen.

Important: To extend your time on the computer, see library staff 10 minutes before your session expires. Extra time is subject to availability.