

Registering to Use the System

Registration is required for booking of titles in the ESC 12 Media Booking System. To register for an account, complete the registration form available online at

<http://www.esc12.net/instructionalmedia/html/mediacenter.html>

Searching for Titles

1. Direct your browser to <http://media.esc12.net>.
2. You may search for media titles in several ways:

To search by keyword:

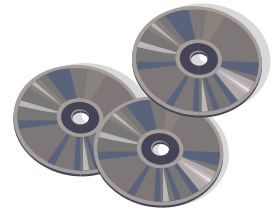
Enter the **keyword(s)** in the search box and click once on the **Keyword button** at the bottom of this screen.

To search by title:

Enter the **title** in the search box and click once on the **Title button** at the bottom of this screen.

To search by Video Title Number:

- Click on the **Advanced** button in blue navigation bar at the top of the screen.
- Click on the radio button beside **Accession Number**.
- Enter the **Video Title number** in the box at the bottom of this screen.
- Click **Search**



Booking a Title

1. Click on the media title you wish to book.
2. Click on the "Place a Booking" link.
3. Step #1: Login
 - Enter your **Client Code** or **Last Name**.
 - Enter your **Password** or **PIN**
 - Click **Login**
4. Step #2: Choose Date and Settings
 - Enter the **Date Required** (date you wish to receive the media title) in the following format: (mm/dd/yy) or click the calendar to choose a date.
 - Enter the **number of days** you will require the item.
 - Click **Submit**.
5. Step: #3: Confirmation
 - Click the **Confirm** button
6. Step #4: Booking Details
 - Click on **Home** to start a new search or click on **Return to Search** to return to the previous search

Technical Support

For technical support with this system contact Sherry McElhannon at smcelhannon@esc12.net or 254-297-1291.