WebCheckout Patron Portal Procedure

Go to https://webco.csueastbay.edu/patron

Take a note of the following rules for the laptops for the Fall 2019:

DELL Latitude – 1 Semester with No Renewal.
LENOVO ThinkPad – 1 Month with 3 Renewals.
LENOVO ThinkPad – 2 Weeks with 3 Renewals.
SAMSUNG Chromebook – 1 Week with 3 Renewals.
LENOVO ThinkPad – 8 Hours with No Renewal.
1. Change the timings accordingly to your requirement. Make sure you follow the timings of the library.

2. Select this option after selecting the timings.

Click here to change the time

Click on the arrow.

Select the numbers accordingly and select AM or PM.

Ex: If you want to enter 08:00 AM, click 0, 8, 0, 0 and then click AM or PM.
Visit the Learning Commons to pickup your laptop after the reservation is confirmed.
If you get an error,

**This is the error.**

1. Any resource of type: Inspiron_Laptops
2. One student can checkout only one laptop.
   So, change this to 1 to remove the error.

[Error message]

Click submit reservation.

Submit reservation  Continue editing

**Congratulations!**

Your reservation has been confirmed, approval is pending.

View, edit or cancel reservations on the home screen under 'My Reservations'.

**This is the confirmation page.**

Click OK to close. Ok
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If you want to edit or cancel,

Click on here to edit or cancel your reservation.

Click here to make changes to your reservation timings.
This takes you to step 1 with laptop in place.

Click here to cancel the reservation.
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To Edit:

Edit Reservation

Start Time
06/13/2019 ▼ 12:00PM

End Time
06/14/2019 ▼ 12:00PM

Add Resources
Add note to Checkout Center staff

Click Review and Submit when done.

Review Your Reservation

Start
Thursday, June 13, 2019 12:00 PM

End
Friday, June 14, 2019 12:00 PM

Resources
1 • Any resource of type: Inspiron_Laptops

Click Submit reservation when done.

Congratulations!
Your changes have been confirmed, approval is pending
View, edit or cancel reservations on the home screen under 'My Reservations'.

Click OK when done.

To Cancel,

This window pops up when you click Cancel Reservation.
Are you sure you want to cancel reservation CK-7460?

Hit cancel Reservation again here to confirm.

Cancel Reservation No