

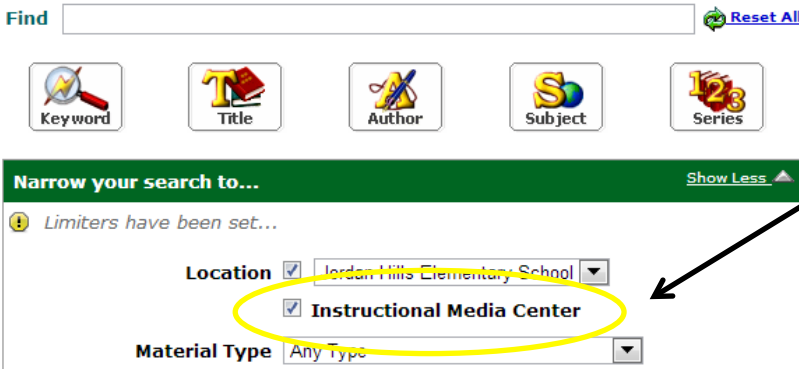
How to order an item from the Instructional Media Center (IMC)

In the upper right hand corner is a button labeled "Login". Click that button, and then log in. If you don't know your login information try your first name period last name for the username then your last name as the password.



Example: Username = jane.doe

Password = doe



Now click on the Catalog button on the upper left side. This screen will come up. **Make sure to put a check in the Instructional Media Center box.** Checks in both boxes will search both collections. If you just want the IMC take the check off your school. Type your search term in the Find box.

Click the title you want from the search results list, then click the Book It! button on the upper right hand side to enter the dates you would like to have the video. Click Save and your video will be booked and sent to you on the date you requested! If you have problems getting the dates you want, please call the IMC for help - 801-567-8238 .

